

Secondary School Admissions Academic Year 2012/13

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Liverpool Children and Young People's Service

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The Website is **www.liverpool.gov.uk**

Note

This booklet is compiled as a guide for parents / guardians whose children are entering or transferring schools in September 2012. Although every effort has been made to ensure that the information is correct at the time of printing there may be changes to the information or the procedures outlined.

Dear Parent or Guardian,

During the next few weeks you will be asked to apply for a place for your child in a secondary school in Liverpool. This is one of the most important decisions you will have to make in relation to your child's education and this booklet provides you with some general information to help guide you through this process. Please note that you are being asked to state a preference about which school you would like your child to attend. This is because it is not possible to guarantee that a place will be available in the school which you nominate. All schools have criteria for admissions which they must follow and a limit on the number of children they can admit. This limit is there to protect the quality of education which is provided and whilst there is an appeal system, admission limits are only exceeded in exceptional circumstances.

Please take time to read this booklet carefully before you begin your application, even if you have already decided which schools you prefer. It contains a lot of information which will inform your preferences and wherever possible help to avoid disappointment.

Each school provides its own prospectus which contains information about the school. It may be useful to visit the schools which interest you either on one of their open days or by appointment and if you have any queries then please contact the Headteacher of the school concerned. Whatever your preference, I am confident that you will find a place in a secondary school in Liverpool which meets your child's aspirations and offers an excellent standard of education.

The City of Liverpool is immensely proud of the successes of all our children and young people and of the schools that help make this possible. The vast majority of schools in Liverpool are judged by Ofsted to be good or outstanding and all our schools aspire to these standards. At this time, Liverpool is the only major city in England to have no schools judged as inadequate by Ofsted. As a result of this high quality education provision, the proportion of young people achieving five good GCSEs has outstripped the national figure for the past three years and the proportion of good A-level passes has now reached the national level. Inclusive learning is important in Liverpool and schools work hard with pupils, parents, carers and other agencies to ensure that the needs and aspirations of every child are met.

Whatever school your child attends, they will have opportunities in a safe environment not only to enjoy and achieve but also to participate in a range of experiences to develop their talents. This secure foundation of education will enable them to take full advantage of the opportunities available in secondary education and encourage them to be healthy, participating citizens within our city community.

I wish your child a happy and successful future in their new school.



RJ Clark

Interim Director,
Liverpool Children and Young People's Service

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The preference form for children transferring from primary to secondary school in 2012 and guidance notes are at the back of this booklet, before you complete the form it is important that you have read the booklet.

Section 1

Introduction

This booklet sets out the admission arrangements for children transferring from year 6 in primary school to year 7 in secondary school in September 2012. Children whose eleventh birthday falls between 1st September 2011 and 31st August 2012 (i.e. children born between 1st September 2000 and 31st August 2001 - both dates are inclusive) will be eligible to transfer to secondary school in September 2012.

The booklet also contains information for parents / guardians who wish to transfer their child / children from one secondary school to another secondary school (In Year Applications) and outlines the procedures to be followed. In Year Applications are coordinated with schools and other local authorities.

There are several types of school in Liverpool. These include Academies, Community schools, Foundation/Trust schools, Voluntary Aided Catholic schools, Voluntary Aided Church of England schools, a Voluntary Aided Jewish school and a Voluntary Aided Grammar school.

The admission arrangements vary between schools and before expressing a preference it is important that you understand these arrangements. This booklet will help you to make an informed choice of secondary school and it is important that you read this booklet before you express a preference.

If you require more information or assistance please contact Liverpool Direct Limited or call in to a Liverpool Direct One Stop Shop. You can also access information on the City Council's Internet site www.liverpool.gov.uk where Parents / guardians can complete an application form on line. The on line form asks for the same information as the paper form at the front of this booklet and, when it has reached us, parents will get an e-mail to confirm receipt. If you would like to complete your application on line, the web address is: www.liverpool.gov.uk. Many parents / guardians find this a quicker and easier way to apply for a school.

A list of useful telephone numbers is in the Contact Points section of this booklet.

If you are a Liverpool resident and your child is transferring from primary school to secondary school you should complete the preference form at the front of this booklet to express a preference for secondary schools. You may list, on the Preference Form, any schools maintained by Liverpool Children and Young People's Service and any schools maintained by other local authorities. Before expressing a preference for any school you should assess the chances of your child being allocated a place. Guidance is given in this booklet for parents / guardians wishing to apply for schools maintained by other local authorities and for non-Liverpool residents wishing to apply for schools maintained by Liverpool Children and Young People's Services.

To improve the service we provide, telephone queries will be dealt with by Liverpool Direct Limited. This will allow parents/guardians to access advice more easily. The telephone number is 0151 233 3006.

Important notes

From September 2012 the admission policy for community secondary schools has changed. The Local Authority has removed the admission areas from the community secondary school admission policy. In addition significant changes have been made to the eligibility criteria for travel passes. Details of these changes are given in this booklet and it is important that parents/carers take this into account before they express their preferences for schools.

Section 2

Secondary School Coordinated Admission Arrangements for Children Transferring from Primary School to Secondary School in September 2012

The School Admissions Code requires all local authorities to have co-ordinated admission arrangements for admission to Year 7 in September 2012. The aim of co-ordinated admission arrangements is to ensure parents receive a single offer of a school place for their child on the same day. The result will be more objective, clearer and fairer admission arrangements. Liverpool Children and Young People's Service have agreed with Liverpool schools, the Liverpool Schools' Admission Forum, Diocese, Archdiocese and neighbouring local authorities to use the following coordinated admission arrangements and equal preference scheme to allocate places in Liverpool secondary schools

Choosing a School

In addition to the Secondary School Admissions Booklet there are several other sources that you can use to find out more about schools. These include the following:

- Most schools and academies have open days or open evenings which parents can attend to find out more about the school.
- All schools have to produce a prospectus which gives more information about the school. In addition schools can provide you with a copy of their latest Ofsted Report. There may be a small charge for the Ofsted Report to cover the cost of photo copying.
- The Choice Advisory service can provide advice and assistance about applying for schools
- The Parent Partnership Service can provide assistance if your child has special educational needs.
- The Pupil Admissions Team can answer queries about schools admissions.
- The head teacher of the school can provide advice.
- The Department for Education has a web site which you can use to find out more about schools and admissions, including Liverpool Secondary Schools examination results.
- If you are thinking of applying for schools in other local authority areas you can contact the relevant local authorities for a copy of their composite prospectus.

Applying for a School

- Before expressing a preference it is important to make a realistic assessment of your child's chances of gaining a place in your preferred school(s). The information in the admissions booklet will assist you to do this. If you require further advice please contact Liverpool Direct Limited.
- It is important that parents consider carefully before stating their preferences. After the closing date on 31 October 2011, unless there has been a material change of circumstances, changing preferences would reduce your child's chances of being offered a place in your preferred school.
- The Preference Form is the common application form and the Secondary Admissions Booklet is the composite prospectus. On the Preference Form Liverpool residents can express a preference for a maximum of three schools (including the academies, community schools, voluntary aided schools, foundation schools and schools maintained by other local authorities). These schools must be listed in order of preference. Information which is relevant to a school's admission policy will be sent to the school or the local authority which maintains the school. To apply for a school you must name the school as a preference on the Preference Form.

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- None Liverpool residents apply for Liverpool schools on their home local authority common application form.
- Some of the academies, voluntary aided schools and the foundation schools require parents to complete a school application form or supplementary information form, as well as listing the school on the Preference Form / Common Application Form. When schools require parents to complete a school application form it is very important that you do this. If you only complete the Preference Form/ Common application Form your application may be considered under a lower criterion of the school's admission policy. This is because the school application form is used by the Governing Body of the school when they apply their admissions criteria. The information you give on the form relates to the school's admission criteria and it helps the Governors to assess under which criterion your application will be considered. The schools requiring parents to apply to them are clearly indicated.
- You should contact the academies, voluntary aided or trust/foundation school to obtain a school application form. The completed school application form must be returned to the school or academy.
- The Preference Form issued by Liverpool Children and Young People's Service must be returned to your child's primary school by **31 October 2011**. If you are an out of city resident applying for a Liverpool school you must return the Preference Form / Common Application Form issued by your home authority's closing date.
- Some schools will receive more applicants for places than they have places available. If this is the case it will not be possible to offer all applicants a place. It is very important that you read the information in the admissions booklet before you express a preference and that you make a reasonable assessment, based on the school's admission policy of your child's chances of gaining a place in the school.
- If a school receives a Preference Form / Common Application Form in error it will send the form to the appropriate local authority.

How places are allocated

- If the school receives fewer applicants for places than it has places available all applicants will be admitted (i.e. the school is under-subscribed).
- If the school receives more applicants for places than the school has places available (i.e. the school is over-subscribed) it will not be possible to offer all applicants a place. Every school has an admission policy which is used to decide which children are admitted
- The admission policy for community secondary schools is determined by the City Council. The admission policies for the academies, voluntary aided and trust/foundation schools are decided by the Governing Body of the individual school.
- As far as possible Liverpool Children and Young People's Service and schools will try to comply with your preference for a school place. If a school is oversubscribed it will not be possible to offer all applicants a place.
- The three schools you name on the Preference Form will be treated equally. The preference order will only be used if your child fulfils the admission criteria for more than one of the schools listed on the Preference Form. If this is the case your child will be allocated a place at the highest preference school which offered a place.
- If the school is oversubscribed the admission criteria for the school will be used to determine whether or not your child will be offered a place. It is vitally important that you understand the admission policy for the school(s) to which you apply and you make a reasonable assessment of your child's chances of being allocated a place.

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- If it is not possible to allocate your child a place in one of your preferred schools, Liverpool Children and Young People's Service will allocate a place at the school closest to your home address which has places available at the time of allocation.

Applications from Families who live outside Liverpool

- Liverpool Children and Young People's Service will co-ordinate admission arrangements with other local authorities in the area
- If you live outside the Liverpool Children and Young People's Service area and you wish to apply for a Liverpool school, you should complete the Preference Form / Common Application Form issued by your home local authority listing the Liverpool school(s) in preference order. Your home local authority will send us details of your application.
- If you are applying for academies, voluntary aided or trust/foundation schools in Liverpool, when necessary, you must also apply to the school on the school's application form. If you do not apply to the school and place the school as a preference on the form issued by your home local authority, your application cannot be considered.
- Your home local authority will write to you to let you know the outcome of your application. If your child is not offered a place in a Liverpool school, your home local authority will be responsible for allocating your child a school place. Your home local authority will write to you to inform you why your child was not allocated a place and advise you about your right to appeal to an Independent Appeals Panel.
- You must return the Preference Form / Common Application Form by your home local authority's closing date.

Liverpool Residents Applying to Schools in other Local Authorities

- Liverpool residents may apply to schools maintained by other local authorities.
- If you wish to do this you should contact the local authority which maintains the school to request a copy of their admissions booklet / composite prospectus. It is important that you follow the guidance given in the booklet. This will give you information about the school's admission arrangements.
- As well as following the guidance from the other local authority you must also list the school(s) in preference order on the Preference Form issued by Liverpool Children and Young People's Service.
- Liverpool Children and Young People's Service will co-ordinate admission arrangements with other local authorities. Details of your application will be sent to the appropriate authority.
- Liverpool Children and Young People's Service will write to you to let you know the outcome of your application. If your child is not allocated a place in one of your preferred schools Liverpool Children and Young People's Service will be responsible for allocating your child a place in a school.
- Liverpool Children and Young People's Service will write to you to offer your child a place.

Processing Applications

All Preference Forms sent in by the closing date of 31 October 2011 will be considered.

- The information provided on this form will be processed in accordance with the requirements of the 1998 Data Protection Act. It will be treated as confidential and will only be used for the purposes of the provision of education services. In connection with this purpose, the information may also be processed to prevent any fraud or criminal offence or to ensure the health, safety and welfare of any child. In pursuit of these legitimate purposes, the information may be shared with other admitting authorities to ensure that parents / guardians do not hold on to more than one offer of a place. The information may also be shared with any organisation legitimately investigating allegations of fraud, criminal offences or child protection.

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- As part of the admission procedure schools will be given information which is relevant to their admissions procedure. This does not include giving schools the preference order parents have placed the school in.

Preference Forms received after the Closing Date

- Preference Forms received after the closing date, but before 27 January 2012, will be considered as late applications unless there is a valid reason for the application being received late e.g. change of address, change in a medical condition; or exceptional social reasons.
- Late applications, with a valid reason for being late, will be considered with applications received on time.
- Late applications, without a valid reason, will be considered after applications received by the closing date. It is important to note that if the school(s) to which you are applying are oversubscribed, this could reduce your chances of gaining a place for your child in your preferred school.

For Preference Forms received after 27 January 2012 with a valid reason for being late the following will apply:

- If the school is oversubscribed the child's name will be placed on the waiting list. The position on the waiting list will be determined by the school's admission policy.
- If the school has places available the child will be offered a place at that school.

For Preference Forms received after 27 January 2012, which do not have a valid reason for being late, the following will apply:

- If the school is oversubscribed the application will be considered after applications received on time.
- If the school has places available the child will be offered a place in the school.
- Liverpool Children and Young People's Service cannot guarantee to send out offer letters on 1 March 2012 to parents / guardians who apply after 27 January 2012.

The Governors of some schools in Liverpool have determined their own policy for dealing with late applications. Where this is the case the school's policy will be used.

Changing Preferences and Withdrawing Applications

- You can change the school preferences or the preference order you have made up to the closing date for applications of 31 October 2011, by contacting Liverpool Direct Limited tel: 233 3006.
- If you wish to change preferences, alter preference order, or withdraw your application for a school after the 31 October 2011, you will be required to complete another Preference Form. This form will be considered in line with the provisions stated in Preference Forms received after the Closing Date

Independent Appeal Procedure

- Under the provisions of the School Standards and Framework Act 1998 as amended by subsequent legislation, if your child is refused admission to your preferred school(s) you have the right to appeal against the decision to an independent appeal panel.
- If your child is transferring from primary to secondary school full appeals guidance will be given when the letters offering children places are sent on 1 March 2012.
- It is important to note that if your child has a Statement of Special Educational Needs, the admission appeals procedure is not the appropriate procedure to follow. You should contact the Special Educational Needs Section, tel 225 6231 to discuss this matter further.

Home Address and Change of Address

- If you change address any time before the offer date of 1 March 2012 please inform Liverpool Direct Limited or your child's primary school. The address at which children reside is an important criterion in determining the allocation of a school place, because of this if your address alters it may affect the allocation of a school place for your child.

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- If the new address is within the admission area / parish area for an oversubscribed school, you will be requested to provide proof of permanent residence. Please note that it is not possible to obtain a place in an oversubscribed school by sending your child to live with friends or relatives who live nearer to that particular school. When deciding school allocations the child's permanent home address will be used. Liverpool Children and Young People's Service define this as the address of the child's parent(s) or legal guardian(s).

Fraudulent or Misleading Information

The Education and Inspections Act 2006 allows admitting authorities to withdraw places from children whose parents / guardians have given fraudulent or intentionally misleading information in order to obtain a place in an over-subscribed school. If a school or Liverpool Children, Family and Adult Services receive information that this is the case the parents / guardians will be required to provide appropriate proof to substantiate the information they have given. If this cannot be provided the place may be withdrawn.

Communicating Offers to Parents

All Liverpool secondary schools have agreed not to disclose information to parents about the offer of places until after 1 March 2012. Letters will be sent by 1st class mail on 1 March 2012.

Induction Day

Liverpool Secondary Schools have agreed to have a common Induction Day for primary schools pupils starting secondary school in September 2012. This will be Wednesday 4 July 2012.

Timetable for Secondary School Co-ordinated Admissions to Year 7 in September 2012

- ▼ Preference Form and Secondary School Admission Booklet Given to Parents/Guardians on **12 September 2011**
- ▼ Closing Date for Applications is **31 October 2011**
- ▼ List of Applicants For Schools Outside Liverpool sent to the Local Authority Maintaining the School by **21 November 2011**
- ▼ Lists of Applicants sent to the Academies, Foundation and Voluntary Aided Schools by **30 November 2011**
- ▼ The Academies, Foundation and Voluntary Aided Schools Send Lists of Pupils to be Offered Places to the Local Authority by **16 December 2011**
- ▼ The Local Authority applies Equal Preference Scheme for own schools, informing other Local Authorities of offers to be made to their residents by **31 January 2012**
- ▼ Schools informed of the final results, which may include offers to pupils living in other Local Authorities by **20 February 2012**
- ▼ Offer letters sent to Parents on **1 March 2012**
- ▼ Appeals will be held in **May & June 2012**
- ▼ Liverpool Secondary Schools Induction Day for Year 6 Children is **4 July 2012**
- Liverpool Children and Young People's Service and schools cannot give any indication about which school a child has been allocated until after offer letters have been sent to parents / guardians on 1 March 2012.
- These dates may be subject to amendment.

Definitions for Admission

The following are definitions of terms used in the admission process. Individual schools which are admitting authorities can choose to adopt different definitions. If they do so they must make clear to parents how they have defined these terms.

Definition of a Sibling

The term sibling includes: brothers and sisters, foster brothers or sisters, half brothers or sisters and step brothers or sisters living at the same address and as a family unit.

Definition of Exceptional Medical Need

The term 'Exceptional Medical Need' means that the child's health and welfare would be best served if they attended the school. Parents would need to provide medical evidence in the form of a letter or report from a doctor to support their case. They would have to establish that the school was the best / only school to serve their child's needs. They would also need to state why other schools could not provide the appropriate support for their child.

Definition of Exceptional Social Need

The term 'Exceptional Social Need' means that the child's welfare would be best served if they attended the school. Parents would need to provide evidence in the form of a letter or report from a social worker or other professional in the area of children's welfare to support their case. They would have to establish that the school was the best / only school to service their child's needs. They would also need to state why other schools could not provide the appropriate support for their child.

Definition of Parent/Family Member

A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to "parent attendance at church" it is sufficient for just one parent to attend. Family members include only parents and siblings.

Definition of Home Address

It is not possible for parents to obtain a place in an oversubscribed school by sending their child to live with a friend or relative who live closer to the school. When determining admissions the child's permanent home address is used. This is defined as the permanent home address of the parent or legal guardian. If parents or legal guardians live at different addresses and both have parental responsibility the correspondence address for child benefit will be used to determine the child's permanent address. Where required parents/legal guardians will also be required to provide proof in the form of a recent council tax bill, a utility bill, a tenancy agreement or exchange of contracts on a new home to prove that they live at the address.

Distance from Home to School

Distance will be measured by the shortest walking route from the front door of the child's permanent home address (including flats and apartments) to the main entrance of the school using the local authority's computerised measuring system with those living closest to the school being given preference.

The following is intended as a guide for determining the shortest suitable walking route. To ensure consistency, all distances will be measured by the City Council's computerised measuring system

Acceptable Routes

The distance will be measured along paved, lit roads/paths which the Local Authority considers are safe walking routes for children.

Unacceptable Routes

The Local Authority does not consider the following routes to be safe walking routes for children. These routes may be lit and paved.

- Paths through parks
- Alleyways or passageways
- Paths through wooded areas
- Routes which take people through car parks

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- Paths along canals/rivers
- Routes across waste ground
- Roads with no pedestrian footpath

In cases of dispute officers will make a site visit to determine whether the route is suitable.

Additional/Supplementary Application Forms

All parents who list their preferred schools on the local authority's common application form are regarded as having made valid applications. An additional or supplementary form may also have to be completed for applicants considered under the faith criteria of faith schools and for selective schools

Banding

If the North Liverpool Academy and the Belvedere Academy are oversubscribed the governors use a banding system as part of their oversubscription criteria to decide which children are offered places. The results of the banding tests are used to place applicants into ability bands. If these bands have more applicants than places other criteria are used to allocate the available places.

The aim of using banding is to help the individual academy to have a spread of children with different abilities and because of this applicants will not be informed about the outcome of the banding tests.

SECTION 3

Liverpool Secondary Schools In Year Application Coordinated Admission Arrangements for September 2011

Introduction

In Year Applications (IYA) are when parents apply for their child to transfer their child from one secondary school to another secondary school during the school year. From September 2010 these admission arrangements have been coordinated by Liverpool Children and Young People's Service. The coordinated arrangements will include a common application form (the preference form); a scheme for resolving multiple offers of places (the equal preference scheme) and a timetable for processing the applications. Liverpool Children and Young People's Service will coordinate secondary IYA with neighbouring local authorities to ensure that applicants are only offered one school place.

You can apply to transfer your child from one secondary school to another secondary school during the academic year. Before you do this, it is important that you discuss the reasons for transferring your child with the head teacher of their present school. Unless your circumstances dictate that you have to transfer your child to another school it is not advisable to move your child during the academic year.

These coordinated admission arrangements do not apply to children with a statement of special educational needs. Requests from parents wishing to transfer their child to another school will be dealt with by the Special Educational Needs Team.

Applying for Schools

Liverpool Residents

- Please complete the In Year Transfer Preference Form on which you can express a preference for 3 schools and if you wish, you will also have the opportunity to give the reasons for your preferences. The completed form is returned to Liverpool Children and Young People's Service in the enclosed stamped addressed envelope. If you complete the acknowledgement card attached to the form we will return as proof of receipt of the form.
- Liverpool residents apply for Liverpool schools and schools in other local authorities (LA) on the Liverpool in year transfer preference form.
- Liverpool Children and Young People's Service will send applicant's details to the Liverpool school and/or the LA maintaining the school.
- If the application is for a school outside Liverpool, the maintaining LA sends the information to the school. The school respond to the maintaining LA and they let Liverpool Children and Young People's Service know the outcome of the application.
- If the application is for a Liverpool school the details are sent to the appropriate school. The governors of voluntary aided schools would determine the application and the decisions are sent to Liverpool Children and Young People's Service. Community and voluntary controlled schools will be sent applicants' details and asked about the availability of places.
- Liverpool Children and Young People's Service writes to the Liverpool parents to let them know the outcome of their application.

Out of City Residents

- Out of City residents apply for Liverpool schools on their home LA in year transfer form.
- The applicant's home LA sends the details to Liverpool Children and Young People's Service.

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- Information about the applicant is sent by Liverpool Children and Young People's Service to the appropriate Liverpool schools. The governors of voluntary aided schools determine the application and the decisions are sent to Liverpool Children and Young People's Service. Community schools and voluntary controlled schools will be sent applicants' details and asked about the availability of places.
- Liverpool Children and Young People's Service will let the home LA know the outcome of the application and the home LA writes to the parents.

Supplementary Information Forms (SIF)

- Some academies, trust/foundation and voluntary aided schools require parents to complete a SIF. If this is the case parents must complete their home local authority in year transfer preference form and parents are advised to complete a school SIF. The SIF is used by the governors of the school when they decide admissions.
- If parents do not complete a SIF this will not prevent the application from being considered. If there are places available in the year group the child would be admitted. If a year group is full it will mean that the applicant may be considered under a lower criterion and this may result in the child being placed lower down the waiting list.

Considering Applications

- The admitting authority for community and controlled schools is the local authority. The local authority is responsible for determining admissions to these schools.
- The admitting authority for academies, trust/foundation and voluntary aided schools is the governing body. The governing body is responsible for determining admissions to their school.
- As applications are received, Liverpool Children and Young People's Service will send schools the applicant's details. The School Admissions Code (the Code) requires that schools are only sent information which is relevant to the school's admission policy. Hence schools will not be sent information about preference order, attendance, behaviour etc. The governors will determine the admissions and let Liverpool Children and Young People's Service know whether or not the child can be offered a place.
- If the governors refuse to admit a child they must include an explanation of their decision e.g. the year group is full. The reasons for refusing admission must be in line with the Code. In the decision letter Liverpool Children and Young People's Service has to give the reason for refusing admission to the parents and advise them about their right to appeal against the decision to an independent appeal panel.
- Community and controlled schools will also be sent an applicant's details and asked about the availability of places. However as Liverpool Children and Young People's Service is the admitting authority the decision about whether or not a child is admitted will be taken by Liverpool Children and Young People's Service.
- If a year group in a school is not full applicants will be admitted.
- If the year group is full applicants will usually be refused admission and if parents wish their child's name is added to the waiting list.
- If there are more applicants for places than there are places in a year group the school's IYA admission policy will be used to decide which children are admitted.

Allocating Places in Schools

- Based on the information received from schools Liverpool Children and Young People's Service will allocate places. If an applicant receives the offer of a place in more than one school, Liverpool Children and Young People's Service will use the equal preference scheme to decide which school the child is allocated. If a child is offered a place in more than one school a place will be allocated at the highest preference school which offered a place.
- Places in Liverpool secondary schools will be offered by Liverpool Children and Young People's Service as soon as possible after the school has agreed to admit the child. However, in the majority of cases, children will not start at their new school until the beginning of the term following their application.

Secondary Schools Admissions Academic Year 2012/13

- If applicants apply at the end of a term, it may not be possible to offer a place at the beginning of the next term. These applicants may have to wait a term before they can start at their new school.
- Parents applying for their child to attend a school outside Liverpool will have the application for a place determined in accordance with the terms of the in year transfer coordinated admission arrangements of the LA which maintains the school.
- Liverpool Children and Young People's Service will write to Liverpool residents to let them know the outcome of their application. This includes Liverpool residents who are applying for schools in another LA.
- For applicants from outside Liverpool, the family's home local authority will write to parents to advise them about the outcome of their application.
- In the decision letter the Liverpool Children and Young People's Service or the home LA will advise parents why their child has not been admitted and inform them about their right to appeal to an independent appeal panel. The letter will have contact details if parents have not been allocated their preferred school and they require further assistance.
- For Liverpool secondary schools the majority of in year applications will start at the beginning of the next term following the application.
- The Liverpool Children and Young People's Service letter will have an acceptance/decline form to be returned to the school offered within 10 school days.
- Children refused admission to all of their parents preferred schools will be contacted by their home local authority about the allocation of a school place.

Starting Dates

- For admission to Liverpool secondary schools there will be three admission dates at the beginning of the autumn, spring and summer terms. The majority of In Year Transfer applications made during the preceding term will start on these dates.
- If parents apply less than 20 school days before the end of a term it may not be possible to consider the application in time to start at the beginning of the following term.
- Some families/children may have exceptional circumstances which mean that starting at the beginning of the term may not be in the best interest of all applicants and it may be necessary for children to start their new school as soon as possible.

Exceptional Circumstances (Family/Children)

Most children will start their new school at the beginning of the term following their parents' application. However for a number of children this may not be appropriate.

In the following circumstances it will be necessary to process the application and let children start during the school term in which the application is made i.e. within a maximum of 19 school days of the application being received.

- Children in care.
- Traveller children.
- A family which has moved to Liverpool and the distance to the child's previous school makes it very difficult for the child to attend.
- A family which moves between addresses in the Liverpool area and the location of their new address makes it very difficult for the child to attend their previous school.
- Extreme medical or social circumstances where the health, welfare or safety of the child or the family would be placed in jeopardy if they stayed at their present school.
- Children missing education i.e. children who do not have a school.
- Children with child protection issues (including children with or undergoing a CAF).

Secondary Schools Admissions Academic Year 2012/13

Before applying the above criteria Liverpool Children and Young People's Service will require appropriate proof. Families changing address will be required to provide proof e.g. a utility bill, council tax bill, tenancy agreement, exchange of contracts. Families with exceptional medical and social reasons will be required to provide proof of their circumstances in the form of a letter or report from a medical professional; a professional involved in the care of the family or child or a professional involved with the education of the child.

Liverpool Children and Young People's Service will consult with schools before making a decision about considering children under this category.

Waiting Lists

Unless otherwise stated by the school, waiting lists will be maintained until the end of the academic year for which the application is being made.

Number of Applications and Appeals

- You can only apply once in an academic year for a particular school. If your application is unsuccessful you may request the admitting authority to reconsider your application, if there has been a material change of circumstances.
- If you are refused admission for your child to a school you may appeal once in an academic year. If the admitting authority has agreed to reconsider your application and the school refuses your child because the year group is full, you have the right to appeal against this decision.
- If your application and appeal have been unsuccessful for a school you can apply again and if necessary appeal for a place, in the next academic year.

Timetable

Liverpool parents applying to Liverpool secondary schools should receive the decision about their application within 15 school days of the local authority receiving your application. Parents applying for schools in other LA should have a decision from their home LA within 20 school days. Unless one of the exceptional circumstances applies children will start at the beginning of the following term.

Independent Appeal Procedure

Under the provisions of the School Standards and Framework Act 1998, as amended by subsequent legislation, if your child is refused admission to your preferred school(s) you have the right to appeal against the decision to an independent appeal panel.

Parents whose child is transferring primary school to secondary school will be given information about the appeal procedures with the offer letters sent in March.

If you are making an In Year Application and the school to which you apply is oversubscribed you can appeal against the decision not to admit your child, where the following arrangements apply:

Community Schools - details of the appeals procedure are available from Liverpool Direct Limited, tel: 233 3006.

The Academies, Voluntary Aided and Foundation Schools – details of the appeals procedures are available from the school.

It is important to note that if your child has a Statement of Special Educational Needs this admission appeal procedure is not the appropriate procedure to follow. Please would you contact the Special Educational Needs Section, tel: 225 6231 to discuss this matter further.

SECTION 4

Community Secondary School In Year Applications Policy for September 2011

Community Secondary Schools

Community Secondary Schools follow the in year coordinated admission arrangements for Liverpool secondary schools.

If there are places available in your child's year group she/he will be offered a place in the school

Children with a Statement of Special Educational Needs, where the school is named in the Statement, will be admitted.

If your child's year group is oversubscribed then it may not be possible to offer her / him a place. If this is the case officers in Liverpool Direct Limited will assist you with regard to alternative schools and advise you about your right to appeal to an independent appeal panel.

If a Community Secondary School receives more applications for places than the school has places available in the year group, places will be allocated in the following priority order:

Priority 1 Children in the care of the local authority (looked after children)

Priority 2 Children with exceptional medical / social needs. (See Definitions)

Applicants wishing to be considered under this criterion should submit documentary evidence with the preference form stating that you wish your application to be considered under this criterion. Council Officers will review the evidence and if necessary take advice from educational professionals, the Local Authority's medical officer, social workers etc. If your circumstances change after you have applied or you require further advice or assistance please contact Liverpool Direct Limited.

Priority 3 Children who require education at a single sex school because it is an essential requirement of their culture. A letter from a person of standing in the community e.g. a religious leader, supporting the application on this basis must be enclosed with the completed application form.

This applies to Holly Lodge (Girls) and West Derby (Boys) Comprehensive Schools only

Priority 4 Children who have a brother or sister at the school when they are due to start the school. (See Definitions)

Priority 5 All other applicants whose parents have expressed a preference for the school.

If there are more applicants for places than there are places available in the above priorities, distance from the child's permanent home address to the main entrance of the Community Secondary School will be used to determine which child is admitted. Those children living closest to the Community Secondary School being given preference. The distance will be measured by the shortest walking route between the child's permanent home address and the main entrance of the Community Secondary School using the City Council's computerised measuring system.

If two or more children live the same distance from the school and there is only one place available, random allocation will be used to decide which child is admitted.

Secondary Schools Admissions Academic Year 2012/13

Important Notes

- The admission policy for In Year Applications is used if a situation occurs where a Community Secondary School has places available in a year group but receives more applicants than there are places available.
- Community Secondary Schools will admit children up to the school's admission number in year groups 7 to 11.
- If the year group is oversubscribed i.e. the admission number has been reached or exceeded, it may not be possible to allocate a place to the child.
- The issue of a statement of Special Educational Needs may override your right to a place under the Liverpool Children and Young People's Service admission arrangements or may result in the withdrawal of the offer of a school place. This is because the school may not be able to cope with the child's individual needs. Parent(s) / guardian(s) will be consulted about a school placement via the statement procedure.

SECTION 5

Community Secondary School Admission Policy for September 2012

This is the Community Secondary School admission policy for children transferring from primary school to secondary school in September 2012.

If a Community Secondary School is not oversubscribed all children who apply will be admitted.

Children with a Statement of Special Educational Needs, where the school is named in the Statement, will be admitted.

Some schools receive more applicants for places than they have places available. When this situation occurs it may not be possible to meet all requests for places. If a Community Secondary School receives more applications for places than the school has available, places will be allocated in the following priority order:

- Priority 1** Children in the care of the local authority (looked after children)
- Priority 2** Children with exceptional medical / social needs. (See Definitions)
Applicants wishing to be considered under this criterion must write in to the Local Authority, stating that they wish to be considered under this priority and submit supporting evidence with the preference form by the closing date. Council Officers will review the evidence and if necessary take advice from educational professionals, the Local Authority's medical officer, social workers etc. If your circumstances change after the closing date or you require further advice or assistance please contact Liverpool Direct Limited.
- Priority 3** Children who require education at a single sex school because it is an essential requirement of their culture. A letter from a person of standing in the community e.g. a religious leader supporting the application on this basis must be enclosed with the completed Preference Form. This applies to Holly Lodge (Girls) College and West Derby (Boys) Comprehensive School only.
- Priority 4** Children who will have a brother or sister at the school when they are due to start the school. (See Definitions)
- Priority 5** All other applicants whose parents have expressed a preference for the school.
If there are more applicants than there are places available, in any of the above priorities, distance from the child's permanent home address to the main entrance of the Community Secondary School will be used to determine which children are admitted. Those children living nearest to the Community Secondary School will be given preference. The distance will be measured by the shortest suitable walking route between the child's permanent home address and the main entrance of the Community Secondary School using the City Council's computerised measuring system.
If two or more children live the same distance from the school and there is only one place available random allocation will be used to decide which child is admitted.

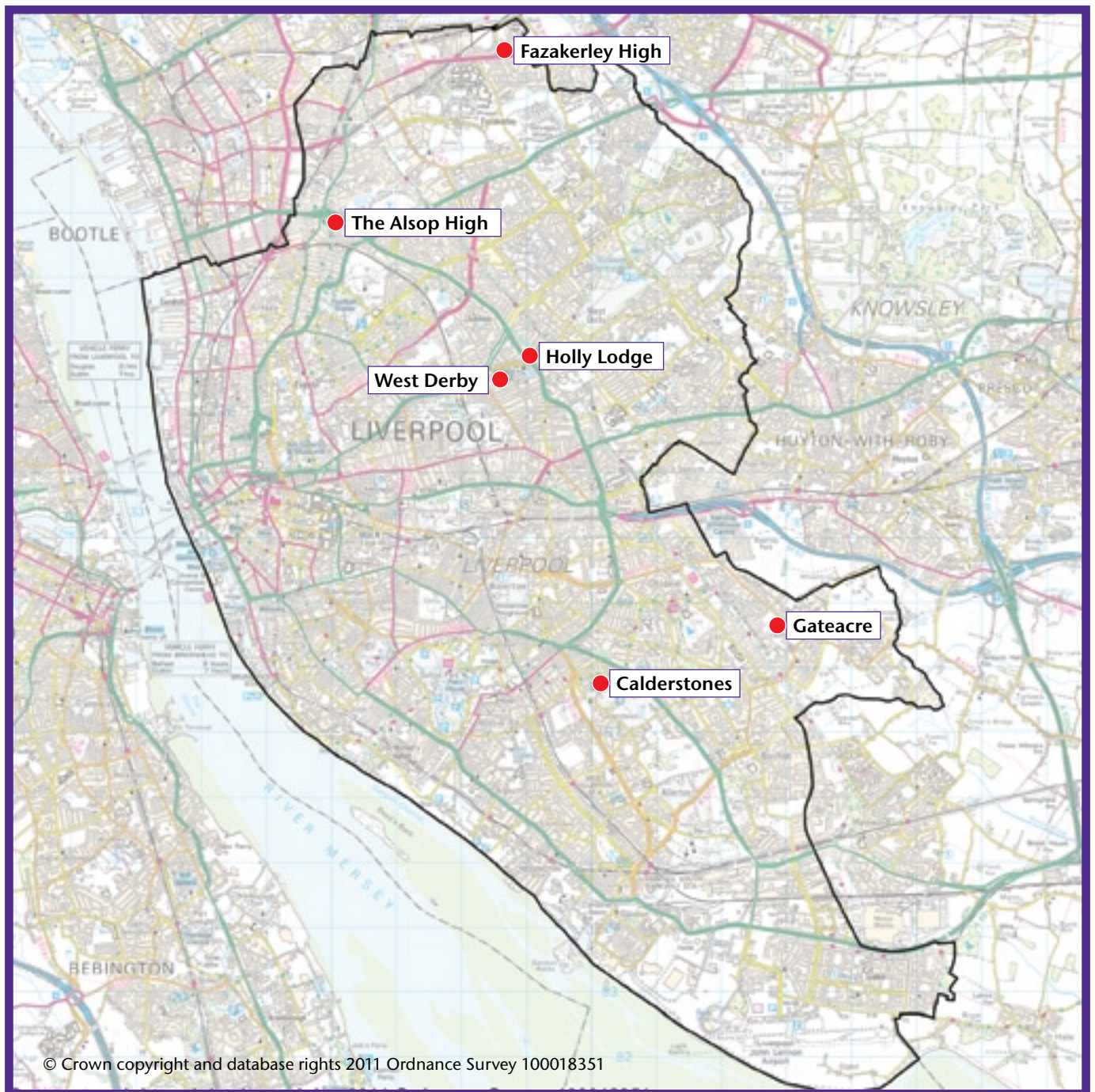
Important Notes:

- Waiting lists for oversubscribed Community Secondary Schools will be drawn up in accordance with the admission policy. This will be operated until the end of the academic year i.e. 31 August 2013.
- The issue of a statement of Special Educational Needs may override the offer of a school place under the Liverpool Children and Young People's Service admission arrangements or may result in the withdrawal of the offer of a school place. This is because the school or schools to which parents apply may not be able to cope with the child's individual needs. Parents will be consulted about a school placement via the statement procedure.

Change to the Community Secondary School Admission Policy

The community secondary school admission policy for admission to year 7 in September 2012 has changed. A number of community secondary schools have closed or have opted to become foundation/trust schools or academies. This means that it is not possible for every area of the city to be served by a community secondary as has been the case in previous years. As a result the admission policy has been changed to remove admission areas. Applicants who would have been considered under the admission area criterion will be considered on a distance from their permanent home address to the school. The distance is measured over the shortest suitable walking route and applicants living closest to the school will be offered the available places. All distances are measured using the City Council's computerised measuring system.

Community Secondary School Location Map



Community Secondary Schools Sixth Form Admission Policy

If a school is undersubscribed all applicants will be admitted. If a school has more applicants than places students already in the school will be admitted. When necessary these students must meet any minimum academic requirement determined by the school. It is not necessary for students already in the school to apply for a place. Admission to the sixth form will be decided following a discussion with the student to decide the most appropriate courses available for them to study.

Applicants from outside the school are required to apply to the school. The number of places available in the sixth form for outside applicants is decided by the school. If the school is oversubscribed places will be allocated in the following priority order:

Priority 1 Children in the care of the local authority (looked after children)

Priority 2 Children with exceptional medical/social needs

Applicants wishing to be considered under this criterion should submit documentary evidence to the school by the closing date stating that you wish your application to be considered under this criterion. The governors will review the evidence and if necessary take advice from educational professionals, the Local Authority's medical officer, social workers etc. If your circumstances change after the closing date or you require further advice or assistance please contact the school.

Priority 3 Children from other schools in the 14 – 19 Partnership

Priority 4 All other applicants who have expressed a preference for the school

If there are more applicants than there are places available, in any of the above priorities, distance from the child's permanent home address to the main entrance of the Community Secondary School will be used to determine which children are admitted. Those children living nearest to the Community Secondary School will be given preference. The distance will be measured by the shortest suitable walking route between the child's permanent home address and the main entrance of the Community Secondary School using the City Council's computerised measuring system.

If two or more children live the same distance from the school and there is only one place available random allocation will be used to decide which child is admitted.

Independent Appeal Procedure for 6th Form

Students refused admission to the sixth form have the right of appeal to an independent appeal panel. Information about the appeal process can be obtained from the school or Liverpool Children and Young People's Service.

Community Secondary Schools

ALSOP HIGH SCHOOL (Mixed)

A Technology Specialist and Applied Learning College

Queens Drive, Liverpool, L4 6SH. Tel: 235 1200 Head Teacher: Mr P Jamieson
Admission Number: 300 Pupils. Total Number of Pupils on Roll January 2011: 1786
Last Year Alsop High School Admitted All Applicants For Year 7 To The School.
E-Mail Address: administrator@alsophigh.biblio.net

CALDERSTONES SCHOOL (Mixed)

A Specialist Science College

Harthill Road, Liverpool, L18 3HS. Tel: 724 2087 Head Teacher: Mr B Davies
Admission Number: 240 Pupils. Total Number of Pupils on Roll - January 2011: 1536
Last Year Calderstones School Was Oversubscribed.
E-Mail Address: admin@calderstones.co.uk

FAZAKERLEY HIGH SCHOOL (Mixed)

A Specialist Engineering College

Sherwoods Lane, Liverpool, L10 1LB. Tel: 524 4530/524 4531 Acting Head Teacher: Mrs C Rourke
Admission Number: 180 Pupils. Total Number of Pupils on Roll - January 2011: 875
Last Year Fazakerley High School Admitted All Applicants For Year 7 To The School.
E-Mail Address: fazakerleyh-ao@fazakerleyhigh.liverpool.sch.uk

GATEACRE COMMUNITY COMPREHENSIVE SCHOOL (Mixed)

An Arts and Humanities Specialist College

Hedgefield Road, Liverpool, L25 2RQ. Tel: 428 1569 Head Teacher: Mr G Lonergan
Admission Number: 240 Pupils. Total Number of Pupils on Roll - January 2011: 1323
Last Year Gateacre Community Comprehensive School Was Oversubscribed.
E-Mail Address: gateacre-ao@gateacre.liverpool.sch.uk

HOLLY LODGE GIRLS' COLLEGE (Girls)

A Centre For Excellence For The Arts

Queens Drive, Liverpool, L13 0AE. Tel: 228 3772 Head Teacher: Ms J Tinsley
Admission Number: 180 Pupils. Total Number of Pupils on Roll - January 2011: 1169
Last Year Holly Lodge Girls' College Admitted All Applicants For Year 7 To The School.
E-Mail Address: hollylodge@hollylodge.liverpool.sch.uk

WEST DERBY SCHOOL (Boys)

A Centre For Excellence in Maths and Computing

West Derby Road, Liverpool, L13 7HQ. Tel: 228 7915 Head Teacher: Mrs M Rannard
Admission Number: 180 Pupils. Total Number of Pupils on Roll - January 2011: 1028
Last Year West Derby School Was Oversubscribed.
E-Mail Address: westderby-ao@westderby.liverpool.sch.uk

SECTION 6

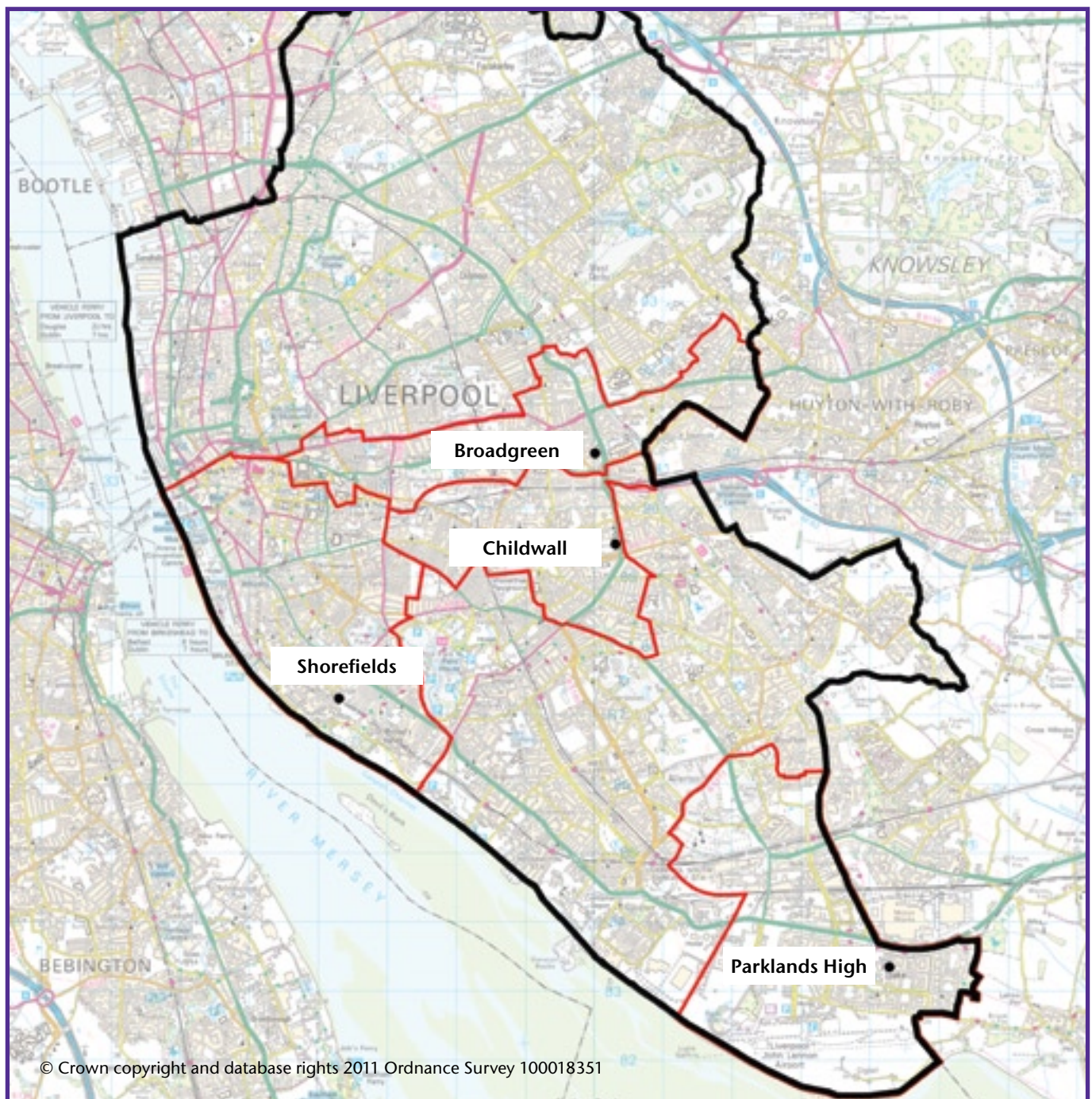
Admission To Trust/Foundation Schools

General Information

This section of the booklet details the admission arrangements for year 7 for Broadgreen International School, a Technology College, Childwall School, a Specialist Sports College, Parklands High School and Shorefields School, a Technology College. These are Trust Schools which have Foundation School status. As such it is the governing body of each individual school that are responsible for deciding which children are admitted.

The four schools have agreed to coordinate with Liverpool Children and Young People's Service admission arrangements.

Trust/Foundation Schools Admission Areas



BROADGREEN INTERNATIONAL SCHOOL (Mixed)

A Technology College

Queens Drive, Liverpool, L13 5UQ

Tel: 228 6800

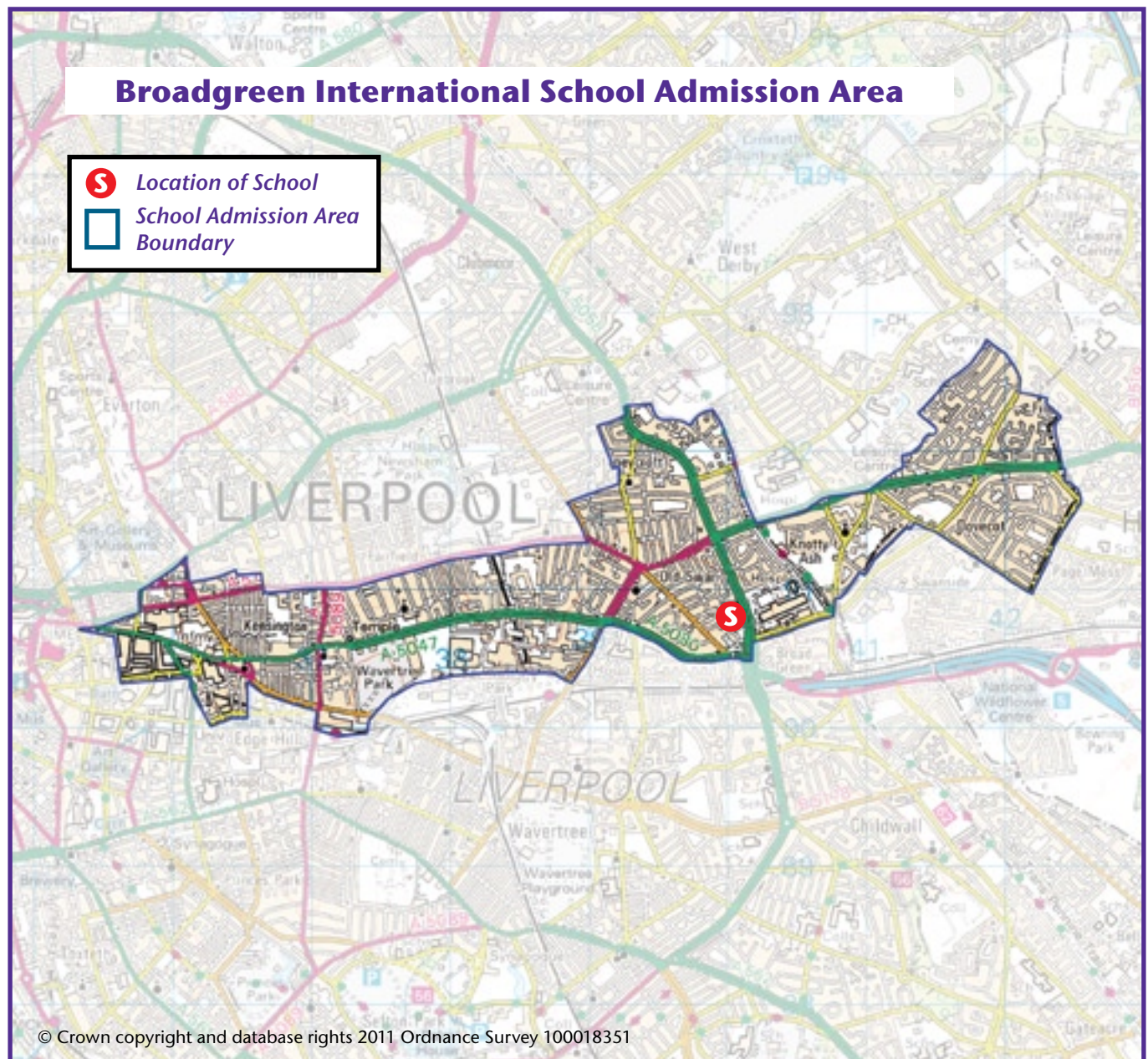
Head Teacher: Ms S Beevers

Admission Number: 210 Pupils

Total Number of Pupils on Roll - January 2011: 1293

Last Year Broadgreen International School Was Oversubscribed.

E-Mail Address: enquires@broadgreeninternationschool.com



Secondary Schools Admissions Academic Year 2012/13

Admissions Policy For September 2012 Entry

Broadgreen International School is a Trust School with Foundation Status. As such, the Governors of the School are responsible for the admissions policy.

Application Process

Applications to the school are part of the Co-ordinated Admissions Arrangements operated by Liverpool Children and Young People's Service.

Admission To Year 7 September 2012

To apply for a Year 7 place in September 2012 parents should consider the details of the school's admission policy as published in the Liverpool Children and Young People's Service Booklet which is distributed to all Liverpool pupils in Year 6. The following action will be required:

1. Complete your home local authority's common application/preference form naming Broadgreen International School as one of the three preferences.
2. Return the completed form to your home local authority as directed.

When allocating places to Year 7 in September 2012, the school will follow the equal preference scheme determined by Liverpool Children and Young People's Service.

In the event of oversubscription the following criteria in order of priority will apply:

1. Pupils who are in the care of the Local Authority, 'Looked After Children'.
2. Pupils with exceptional medical/social needs (including children in need as determined by Section 17 (10) of the Education Act 1989) supported by professional documentary evidence (from either a registered health professional such as a doctor or a social worker). This evidence should set out the particular reasons why Broadgreen International School is the most suitable and the difficulties that would be caused if the pupil had to attend another school.
3. Pupils who have a sibling* on the expected date of admission.
*Siblings include brothers, sisters; half brothers and sisters; step brothers and sisters; foster brothers and sisters who are living with the same family at the same address.
4. Pupils whose permanent residence (up to the date of allocation) is in the admission area for the school.
5. All the remaining applicants.

Tiebreak

In the event of over-subscription, within every priority the tie-break will be the proximity of the child's home to the school, as measured by the shortest walking distance from the school's main entrance. The distance is measured using the City Council's computerised measuring system. If two or more children live the same distance from the school and there are fewer places than applicants, random allocation will be used to decide which child is admitted.

Reserve List

A waiting list will be established to cover any vacancies which may arise from offers not being taken up. The list will be ranked according to the Admissions priorities as stated and parents will be informed of the child's position on the list if they indicate a request for this information. For year 7 the reserve list will be held until the end of the academic year following year 7 admission. For all other year groups, the reserve list will be maintained until the end of the first academic term for which application is made.

CHILDWALL SCHOOL (Mixed)

A Specialist Sports and Science College

Queens Drive, Liverpool, L15 6XZ

Tel: 722 1561

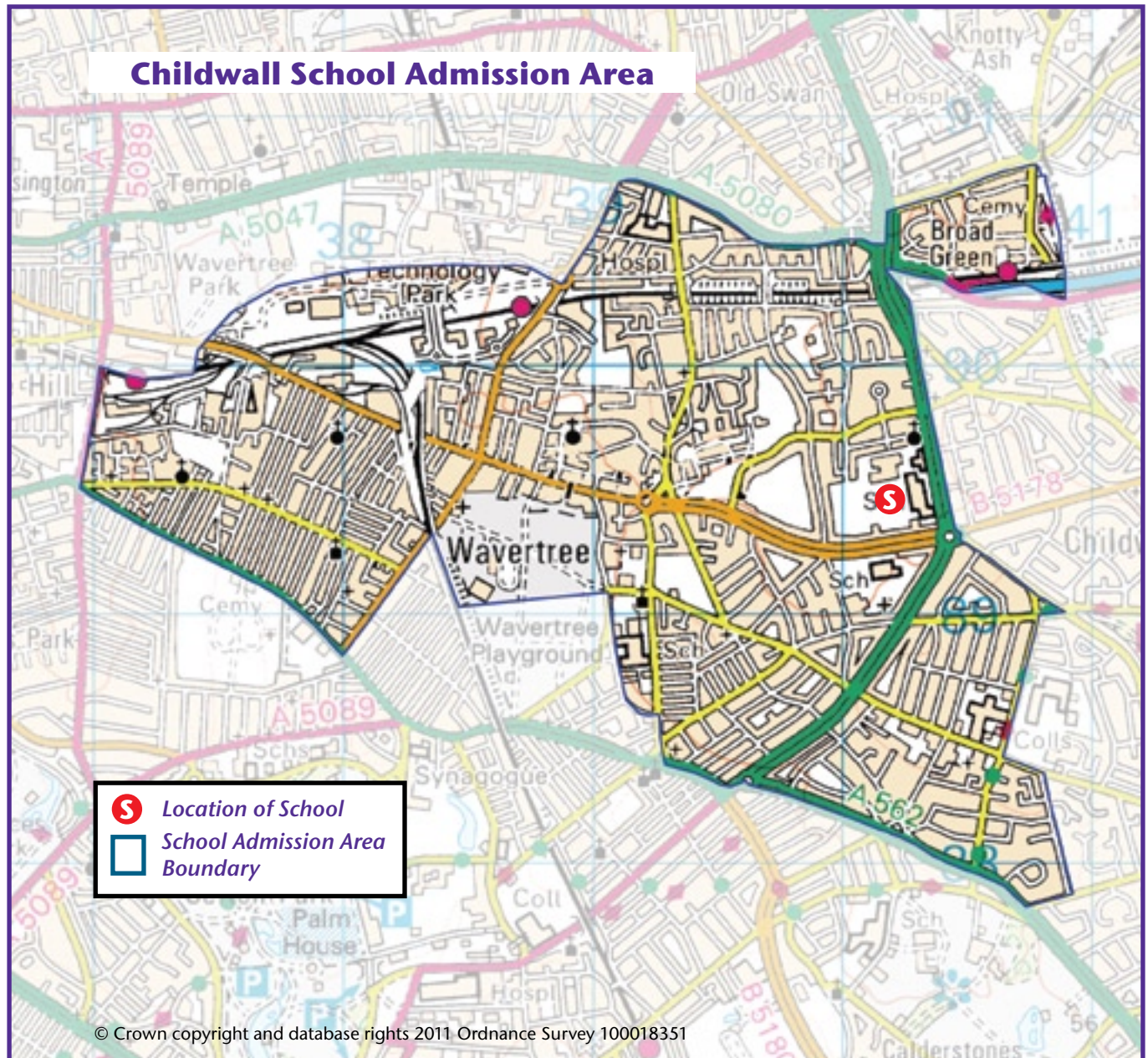
Head Teacher: Mr D Phillips

Admission Number: 180 Pupils

Total Number of Pupils on Roll - January 2011: 1124

Last Year Childwall School Admitted All Applicants For Year 7 To The School.

E-Mail Address: admin@childwallsc.co.uk



The process of application:

Applications for places at Childwall Sports College will be made in accordance with Liverpool Children and Young People's Service Co-ordinated Admission Arrangements and will be made on the Common Application Form (CAF), provided and administered by your home local authority. This form must be returned to your child's Primary School no later than 31st October in the year prior to application. We will require proof of personal details including date of birth when your child is admitted to Childwall Sports College.

If Childwall Sports College receives more applications for places than the school has available, places will be allocated in the following priority order:

- Priority 1** 'Looked After Children'. These are children in the care of the Local Authority.
- Priority 2** Children with exceptional medical/social needs. This includes children in need, as determined by Section 17(10) of the Children Act 1989.
- Priority 3** Children who have an older brother or sister at the school when the younger child is due to start in the following September.
- Priority 4** Children whose permanent residence, up to the date when places are allocated, is in the admission area for the school. Proof of permanent residence may be requested.
- Priority 5** All remaining applicants.

If there are more applicants than there are places available, in any of the above priorities, distance from the child's permanent home address to the main entrance of Childwall Sports College will be used to determine which children are admitted. Those children living nearest to the school to be given preference. The distance will be measured by the shortest suitable walking route between the child's permanent home address and the main entrance to Childwall Sports College using the City Council's computerised measuring system. If two or more children live the same distance from the school and there is only one place available, random allocation will be used to decide which child is admitted.

Secondary Schools Admissions Academic Year 2012/13

PARKLANDS HIGH SCHOOL (Mixed)

Ganworth Road, Liverpool, L24 2RZ

Tel: 486 2612

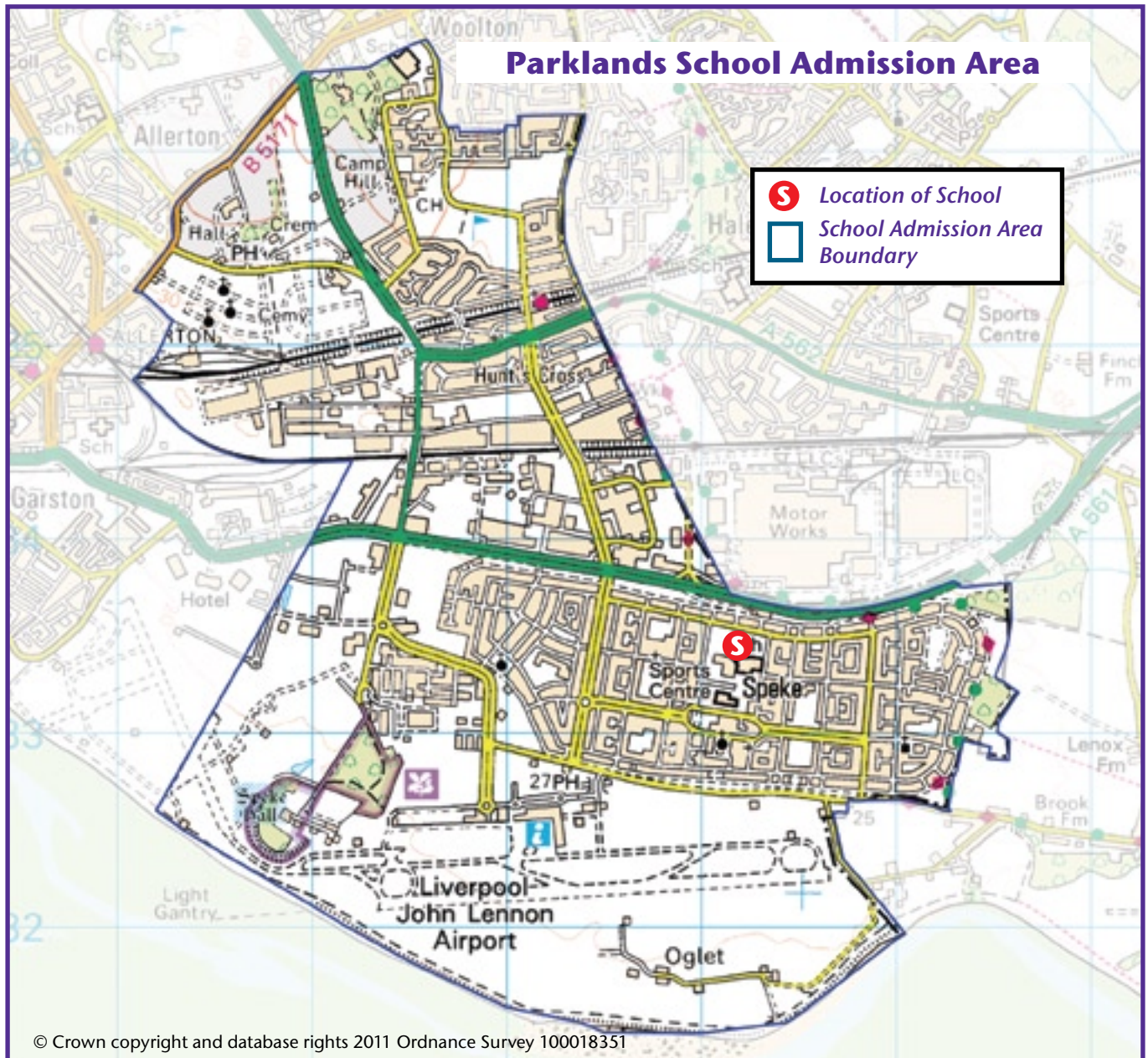
Head Teacher: Mrs Y Sharples

Admission Number: 150 Pupils

Total Number of Pupils on Roll - January 2011: 447

Last Year Parklands High School Admitted All Applicants For Year 7 To The School.

E-Mail Address: parklands.hs@parklands.liverpool.sch.uk



Admission Policy

The governors agree to follow the coordinated admission arrangements determined by Liverpool Local Authority.

If the school is not oversubscribed all children who apply will be admitted.

Children with a Statement of Special Educational Needs, where the school is named in the Statement, will be admitted.

If the school receives more applicants for places than there are places available the governors will use the following admission criteria to decide which children are admitted. Places will be allocated in the following priority order:

Priority 1 Children in the care of the local authority (looked after children)

Priority 2 Children with exceptional medical / social needs. (See Definitions)

Applicants wishing to be considered under this criterion should submit a letter and documentary evidence to the school governors by the closing date for receipt of the preference form. The governors will review the evidence and if necessary take advice from educational professionals, doctors, social workers etc. If your circumstances change after the closing date or you require further advice or assistance please contact the school.

Priority 3 Children who will have a brother or sister at the school when they are due to start at the school. (See Definitions)

Priority 4 Children whose permanent residence, up to the date when places are allocated, is in the admission area for the school. Proof of permanent residence may be requested. (See Map and Definitions)

Priority 5 All remaining applicants whose parents/guardians have expressed a preference for the school.

If there are more applicants than there are places available, in any of the above priorities, distance from the child's permanent home address to the main entrance of the Parklands High School will be used to determine which children are admitted. Those children living nearest to the school will be given preference. The distance will be measured by the shortest suitable walking route between the child's permanent home address and the main entrance of the school, using the City Council's computerised measuring system.

If two or more children live the same distance from the school and there is only one place available random allocation will be used to decide which child is admitted.

- Waiting lists for the school will be drawn up in accordance with the admission policy. This will be operated until the end of the academic year i.e. 31 August 2013.
- The issue of a statement of Special Educational Needs may override the offer of a school place under the governor's admission policy or may result in the withdrawal of the offer of a school place. This is because the school may not be able to cope with the child's individual needs. Parents / guardians will be consulted about a school placement via the statement procedure.

SHOREFIELDS SCHOOL (Mixed)

A Technology College

Dingle Vale, Liverpool, L8 9SJ

Tel: 727 1387

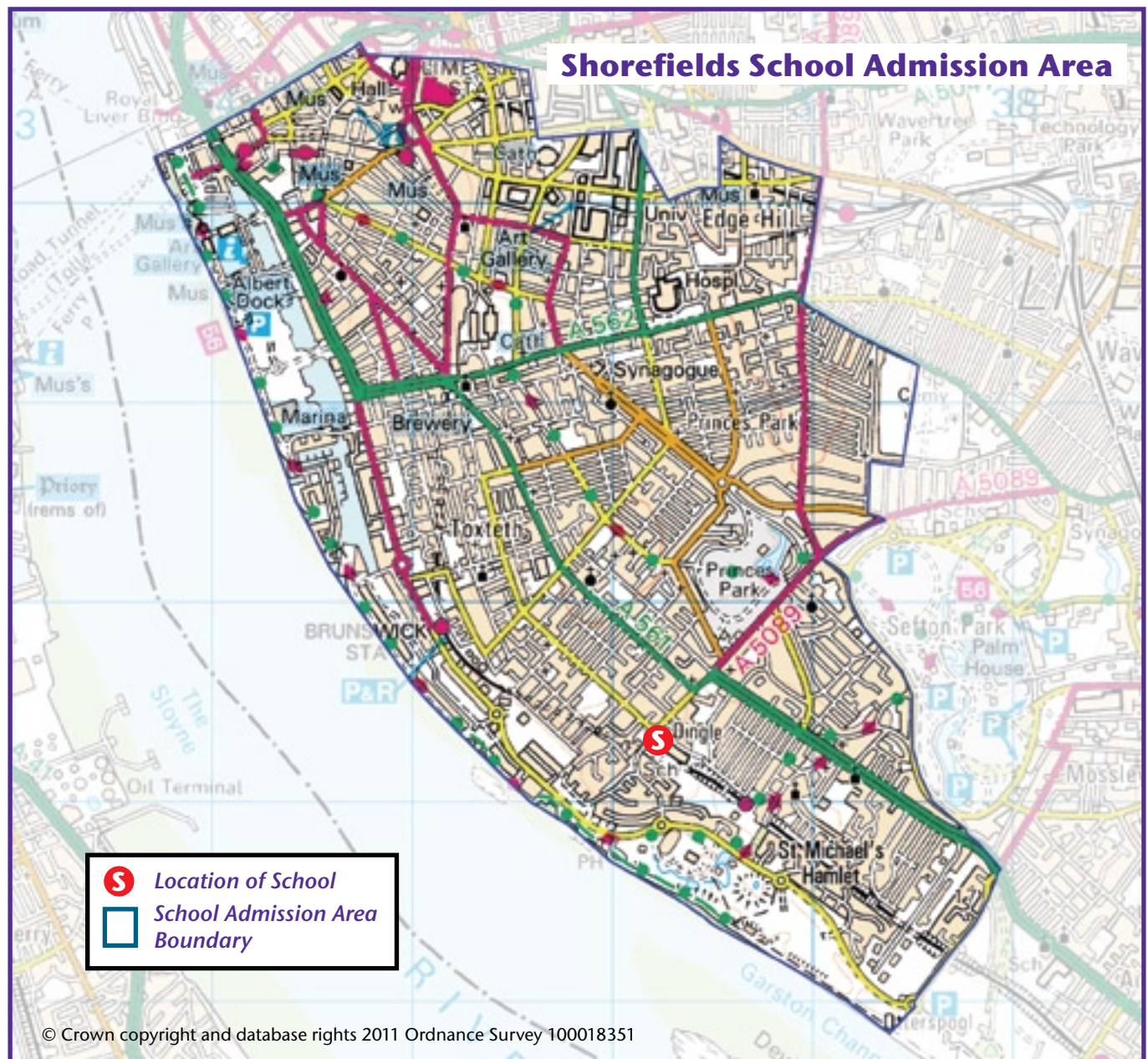
Head Teacher: Ms A Dearden

Admission Number: 150 Pupils

Total Number of Pupils on Roll - January 2011: 617

Last Year Shorefields School Admitted All Applicants For Year 7 To The School.

E-Mail Address: shorefields@shorefields.com



Admissions Policy

The governors agree to follow the coordinated admission arrangements determined by Liverpool Local Authority.

If the school is not oversubscribed all children who apply will be admitted.

Children with a Statement of Special Educational Needs, where the school is named in the Statement, will be admitted.

If the school receives more applicants for places than there are places available the governors will use the following admission criteria to decide which children are admitted. Places will be allocated in the following priority order:

- Priority 1** Children in the care of the local authority (looked after children)
 - Priority 2** Children with exceptional medical / social needs. (See Definitions)
 - Priority 3** Children who will have a brother or sister at the school when they are due to start at the school. (See Definitions)
 - Priority 4** Children whose permanent residence, up to the date when places are allocated, is in the admission area for the school. Proof of permanent residence may be requested. (See Map and Definitions)
 - Priority 5** All remaining applicants whose parents have expressed a preference for the school.
If there are more applicants than there are places available, in any of the above priorities, distance from the child's permanent home address to the main entrance of the school will be used to determine which children are admitted. Those children living nearest to the school will be given preference. The distance will be measured by the shortest suitable walking route between the child's permanent home address and the main entrance of the school, using the City Council's computerised measuring system.

If two or more children live the same distance from the school and there is only one place available random allocation will be used to decide which child is admitted.
- Waiting lists for the school will be drawn up in accordance with the admission policy and will be operated until the end of the academic year i.e. 31 August 2013.
 - The issue of a Statement of Special Educational Needs may override the offer of a school place under the governor's admission policy or may result in the withdrawal of the offer of a school place. This is because the school may not be able to cope with the child's individual needs. Parents will be consulted about a school placement via the statement procedure.

SECTION 7

Admission To Catholic Foundation And Catholic Voluntary Aided Secondary Schools

General Information

This section of the booklet details the admission arrangements for Catholic secondary schools. It lists the contributory parishes and the admission number for the schools. It is important to note that living in the parish area served by a Catholic secondary school does not guarantee a place at the school as some schools will have additional criteria which need to be met before a place can be offered. It is also important to note that for admission to Catholic secondary schools it is often the case that baptised Catholic children will be admitted before children who are not baptised Catholic. The full admission criterion for each school is printed in a prospectus which is available from the individual school. Most parents / guardians should be able to identify the parish area in which they live from the maps in the booklet. If you require help to identify the parish area in which you reside, officers in Liverpool Direct Limited will be pleased to assist you.

As part of their admission arrangements all Catholic secondary schools (apart from Cardinal Heenan Catholic High School) require you to apply directly to the school on a school application form, as well as placing the school as a preference on your home local authority's preference form / common application form.

Catholic Voluntary Aided Secondary Schools

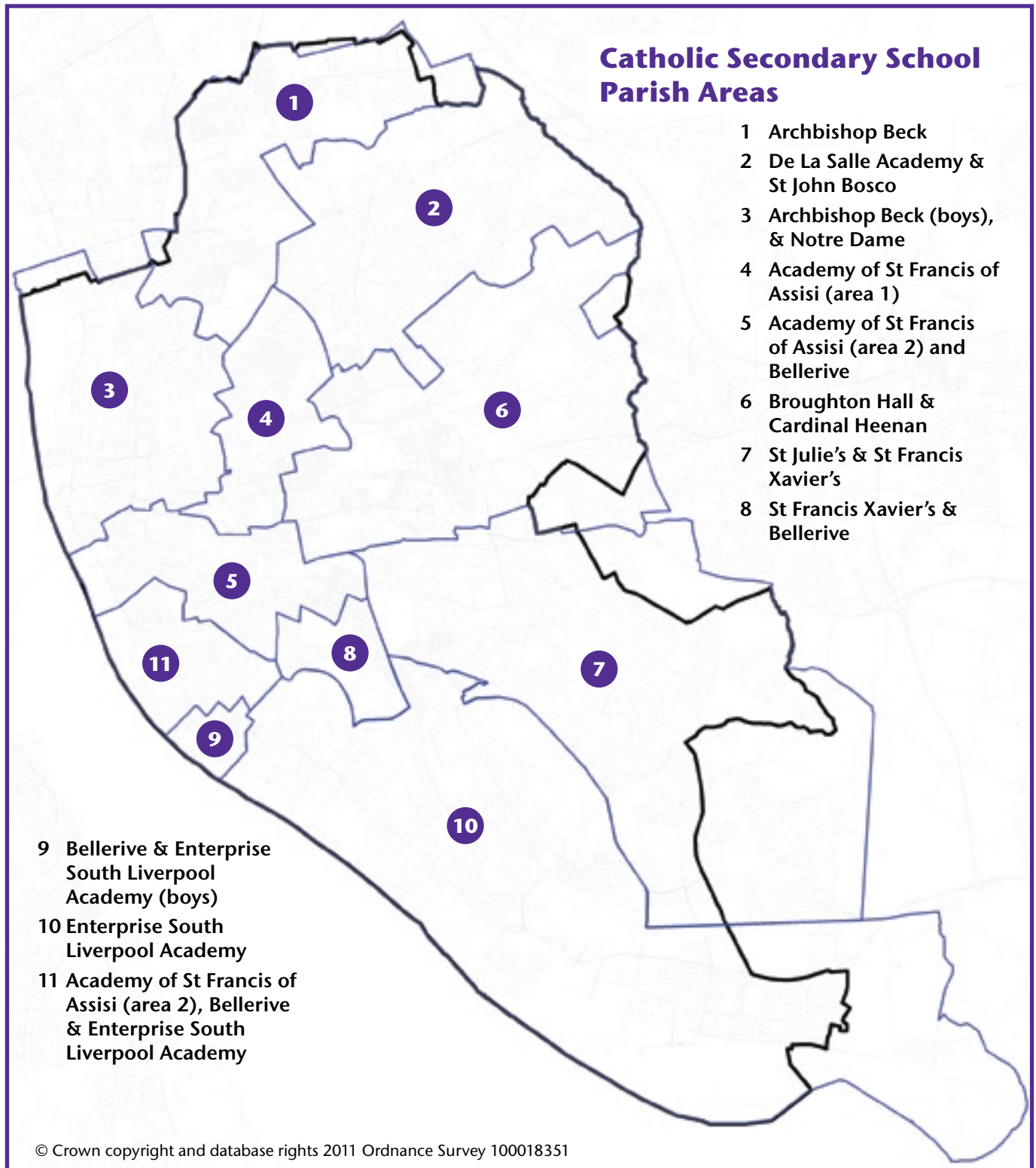
Admissions to all of these schools are co-ordinated by Liverpool Children's Services and places are allocated in accordance with the admission criteria determined by the individual schools Governing Body. All admissions will be agreed by the Governing Body of the school. All schools have agreed to follow the Equal Preference Scheme determined by Liverpool Children and Young People's Service.

Catholic Foundation School

St Francis Xavier's College is a foundation school. The school has agreed to co-ordinate with Liverpool Children and Young People's Service admission arrangements. All places will be allocated in accordance with the admission arrangements determined by the Governing Body of the school.

Catholic Academy

St Edward's College Edmund Rice Academy Trust is an academy. Academies are publicly funded schools managed through a Trust Board and directly responsible to the Department for Education. St Edward's Governing Body has agreed to follow the Liverpool Children and Young People's Service co-ordinated admission arrangements. If you wish your child to be considered for a place at this academy you should apply directly to the academy as well as placing the academy as a preference on your home local authority's Preference Form / Common Application Form. All places will be allocated in accordance with the admission arrangements determined by the Governing Body of the academy.



ARCHBISHOP BECK CATHOLIC SPORTS COLLEGE (Mixed)

Cedar Road, Liverpool, L9 9AF

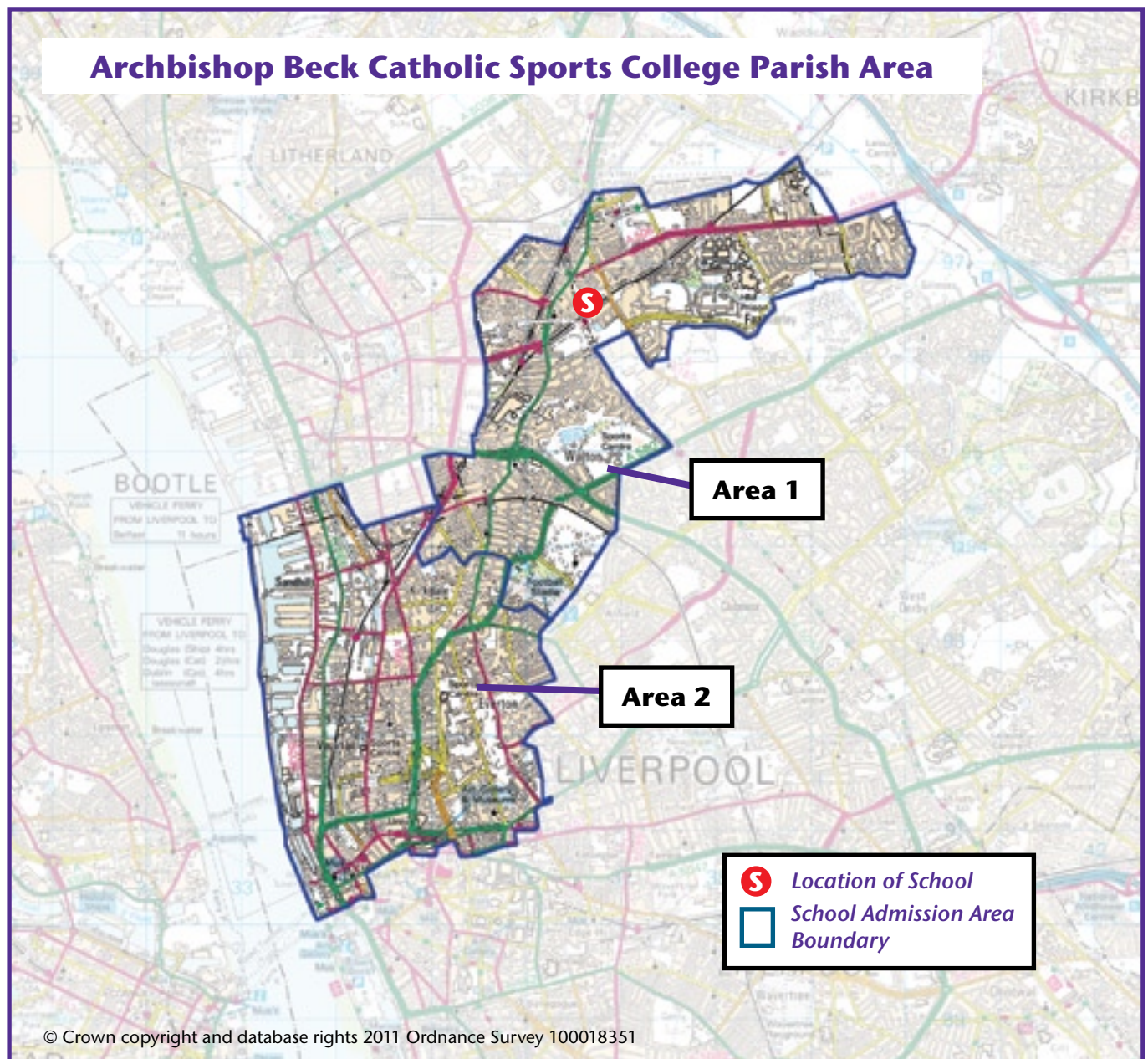
Tel: 525 6326

Head Teacher: Mr P Dickinson

Admission Number - 180 Pupils

Total Number of Pupils on Roll January 2011: 1259

E-Mail Address: beak-ao@archbishopbeck.liverppol.sch.uk



Admission Criteria September 2012

Where the number of applications exceeds the number of places available the Governing Body will apply the following over-subscription criteria:

1. Baptised Catholic children who are in the care of the Local Authority 'Looked After Children'.
2. Baptised Catholic children living in the following Parishes:
Boys and Girls
Blessed Sacrament, Holy Name and St Francis de Sales.
Boys seeking co-educational provision
Our Lady of the Immaculate Conception, Our Lady of Reconciliation, St Anthony, St Francis Xavier, St John and St Sylvester and the former Parishes of Holy Cross, St Mary, St Alphonsus, St Joseph and St Mary of the Angels.
3. Baptised Catholic children who have a brother or a sister at the school at the time of likely admission. This includes full, half or step-brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit.
4. Baptised Catholic children living in other Catholic parishes.
5. Children who are in the care of the Local Authority 'Looked After Children' other than Catholic.
6. Children who are other than Catholic who have a brother or a sister at the school at the time of likely admission. This includes full, half or step-brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit.
7. Children from other Christian denominations. Proof of Baptism in the form of Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.
8. Children of other faiths. An appropriate Minister of Religion would need to confirm in writing that the applicant is a member of their faith group.
9. Children whose parents express a preference for a place at the school.

In the event of any over-subscription in the number of applications made under any of the categories above then the Admissions Committee will offer places first to children living nearest to the school measured by the shortest suitable walking distance, using the public highway from the front door of the house / flat to the main front door of the school as measured by the City Council's computerised measuring system.

BELLERIVE F.C.J. CATHOLIC COLLEGE (Girls)

A School Specialising in the Sciences, Maths and Computing

Windermere Terrace, Liverpool, L8 3SB

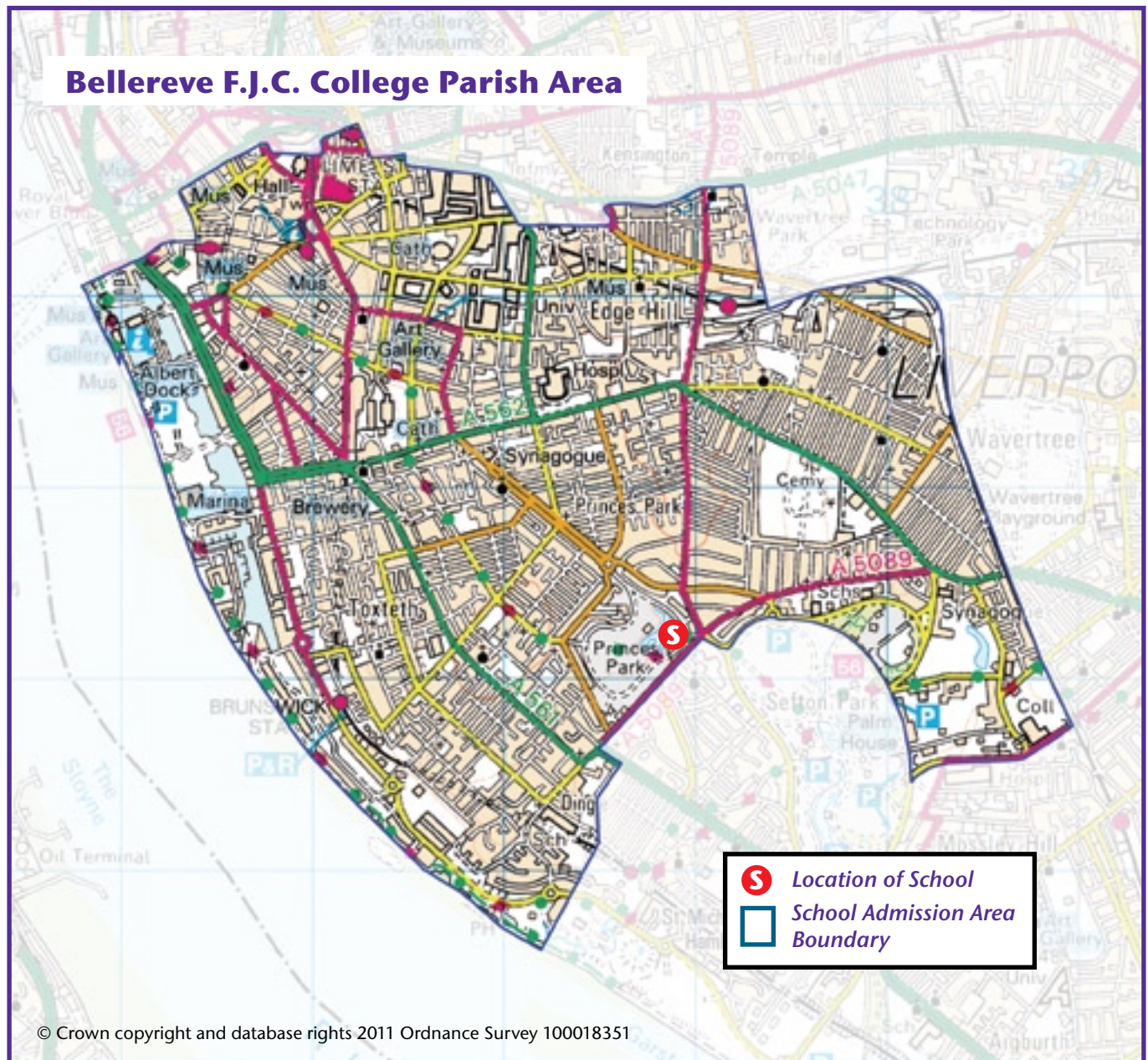
Tel: 727 2064

Head Teacher: Sister Brigid Halligan

Admission Number - 150 Pupils

Total Number of Pupils on Roll January 2010: 904

E-Mail Address: bellerive@btconnect.com



Applications (to Bellerive) are part of the Coordinated Admission arrangements operated by Liverpool Local Authority. Parents seeking a place at Bellerive must fill in both the Local Authority Common Preference Form and the Bellerive Form. Bellerive must be one of the schools named on the Local Authority Preference Form. The closing date for applications is 31 October 2011.

If the Governing Body makes an allocation of a place on the basis of fraudulent and intentionally misleading information, that place will be withdrawn.

Secondary Schools Admissions Academic Year 2012/13

The Governing Body has delegated responsibility for determining admissions to its Admissions Committee, which will consider all applications made in accordance with the criteria set out below without reference to the ability or aptitude of the child.

- 1 Roman Catholic 'Looked After Girls'. Proof of baptism will be required.
Date of Baptism must be before the closing date for applications.
- 2 Baptised Catholic girls who attend a Catholic Primary School. Proof of baptism will be required.
Date of Baptism must be before the closing date for applications.
- 3 Baptised Catholic girls who do not attend a Catholic Primary School. Proof of baptism will be required.
Date of Baptism must be before the closing date for applications.
- 4 Baptised girls who are members of Eastern Christian Churches including Orthodox Churches, (see note 1). Proof of baptism (or membership) of the specific church will be required.
Date of Baptism must be before the closing date for applications.
- 5 Other 'Looked After Girls'.
- 6 Girls of families who are committed members of other Christian denominations who have expressed a preference for a faith school. Proof of baptism (or dedication) and of religious commitment provided by a priest or minister, where the family worship, will be required. The Governors have defined 'Christian Church' as being any church in membership of, or sharing the statement of belief, (the Basis) of, Churches together in England.
- 7 Girls of other world faith denominations who have expressed a preference for a faith school. Proof of religious commitment, provided by the appropriate minister or religious leader where the families worship, will be required.
- 8 Girls from countries where there is restricted freedom to publicly belong to a Christian tradition.
- 9 Girls from countries where there is restricted freedom to publicly belong to any other world faith.
- 10 Any other girls not included in the previous categories whose parents have expressed a preference for them to be educated at Bellerive Catholic College

Oversubscription

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription the following criteria will be applied:

- For categories 2, 3 and 4 above. Girls from the Pastoral Areas will normally, be offered places, (see note 2 giving the list of parishes in each pastoral area). In the event of it being necessary to choose between applicants; girls in contributory parishes will be given priority, (see note 3), and then girls will be taken in equal numbers from each of the pastoral areas. In the event of it being necessary to choose between applicants, priority will be given to those (within each pastoral area) living nearest to the school, (see note 4). The distance by road to the Main entrance of the school in Windermere Terrace will be used.
- For categories 5, 6, 7, 8, 9 and 10 above. Girls will be taken in equal numbers from each of the pastoral areas. In the event of it being necessary to choose between applicants, priority will be given to those (within each pastoral area) living nearest to the school, (see note 4). The distance by road to the Main entrance of the school in Windermere Terrace will be used.

Notes

1. **Eastern Christian Churches**

Russian Orthodox Church
Council of Oriental Orthodox Christian Churches
Greek Orthodox Church

2. **Pastoral Areas**

Liverpool North:

All Saints; Our Lady of the Immaculate Conception; Our Lady of Reconciliation; St Anthony; St Francis de Sales; St Francis Xavier; St John the Evangelist; St Michael and Sacred Heart; St Sylvester.

Liverpool South:

Our Lady of Mount Carmel; St Hugh of Lincoln; St Anne and St Bernard; St Patrick; St Anthony of Padua; Holy Trinity; St Austin; St Bernadette; St Charles Borromeo; St Thomas Moore; St Vincent de Paul; Cathedral of Christ the King.

Woolton and Halewood:

Christ the King and Our Lady; Our Lady of the Annunciation (Bishop Eaton); St Ambrose; St Christopher; St John Almond; St John Vianney; St Mary.

Huyton:

St Agnes; St Aidan; St Albert, Stockbridge Village; St Aloysius, Roby; St Columba; St Dominic.

Stoneycroft:

St Cecilia; St Margaret Mary; St Matthew; St Oswald; St Paul; St Sebastian; St Timothy.

Croxteth and Walton:

Blessed Sacrament; Holy Name; Our Lady and St Philomena; Our Lady Queen of Martyrs & St Swithin; St Teresa.

3. **Contributory Parishes**

Our Lady of Mount Carmel (incorporating the former St Finbar's parish); St Anne and St Bernard ; St Patrick; St Clare; Cathedral of Christ the King; St Hugh of Lincoln

4. **Place of Residence**

A girl's ordinary place of residence will be deemed to be a residential property at which the persons with parental responsibility for the girl resides at the closing date for receiving applications for admissions to the school. Where parental responsibility is held by more than one person and those persons reside in separate properties, the girl's ordinary place of residence will be deemed to be that property at which the girl resides for the greater part of the week, including weekends. Where there is doubt the mother's address will be used.

5. **Distance**

The distance will be measured over the shortest suitable walking route using the Local Authority's Geographical Information System. The children living closest to the school will be given preference.

BROUGHTON HALL HIGH SCHOOL, (Girls)

A Technology College

Yew Tree Lane, Liverpool, L12 9HJ

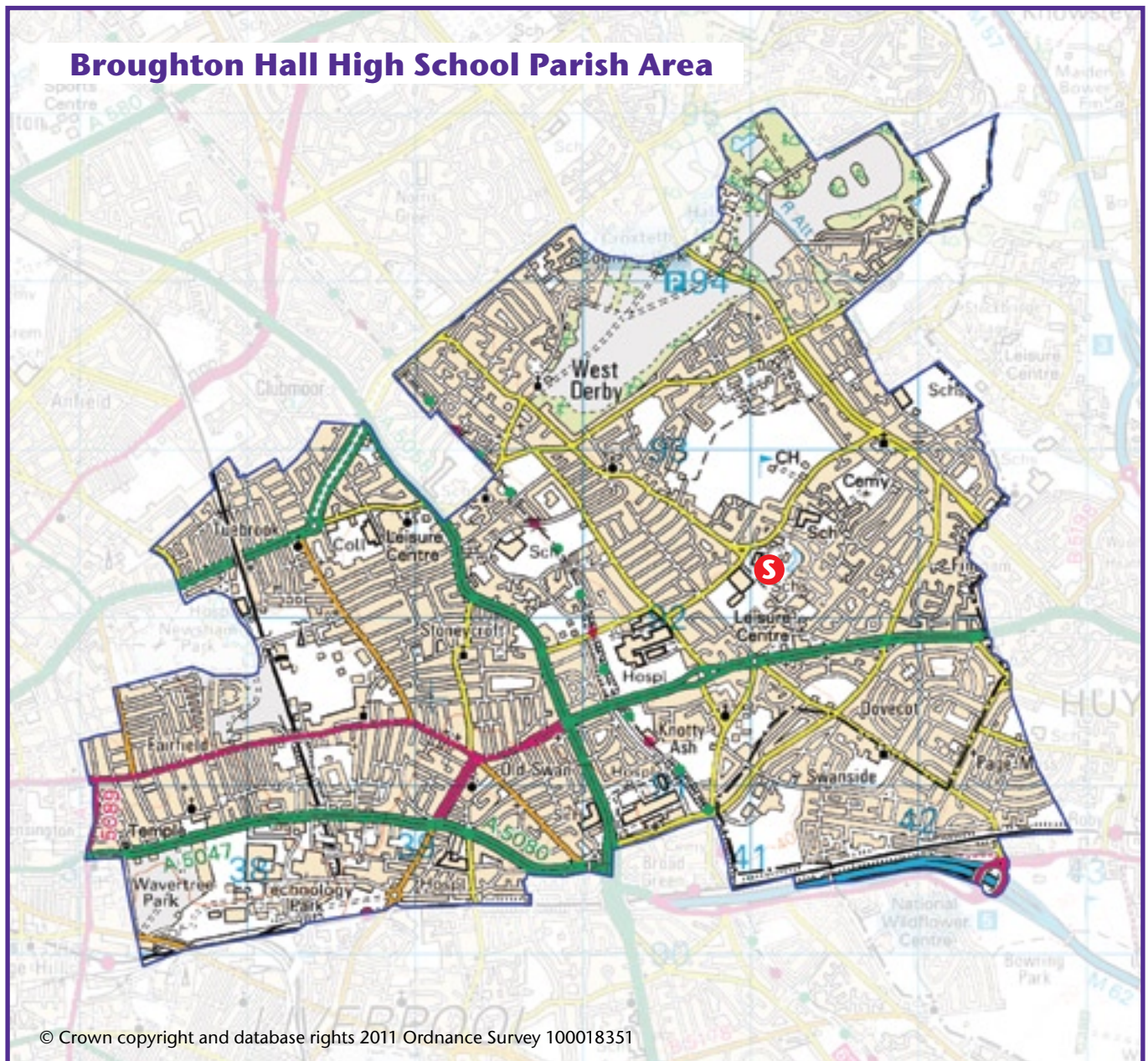
Tel: 228 3622

Head Teacher: Mr G Murphy

Admission Number - 210 Pupils

Total Number of Pupils on Roll January 2011: 1320

E-Mail Address: admin@broughtonhall.com



Admission Policy for entry in September 2012

The Governors have agreed the following over-subscription criteria, in order of priority, for admission in September 2012. It is understood that application for admission under any criterion will be considered only if places remain after all higher criteria have been applied.

- 1 Looked-after girls.
- 2 Baptised Catholic girls living in the designated Parishes of St Cecilia, St Cuthbert, St Oswald and St Brendan, St Paul, St Timothy, St Sebastian, St Margaret Mary, and St Dominic's (sector served by Broughton Hall).
- 3 Girls who have a brother or a sister at the school at the time of likely admission. This includes full, half or step brothers and sisters, adopted and foster brothers and sisters or children of the parent/carer's partner, and in every case who are living at the same address and are part of the same family unit. Applicants under this criterion MUST give the name and date of birth of the sibling already at the school on the School's own Supplementary Information Form.
- 4 Baptised Catholic girls attending the primary school of a designated parish but not living in a designated parish.
- 5 Baptised Catholic girls living in other Catholic parishes.
- 6 Girls from other Christian denominations. Proof of Baptism in form of Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.
- 7 Girls of other faiths. An appropriate Minister of Religion would need to confirm in writing that the applicant is a member of their faith group.
- 8 Children whose parents express a preference for a place at the school.

In the event of any over-subscription in the number of applications made under any of the criteria above then the admissions committee will offer places first to children living nearest to the school measured by the shortest walking route from the front door of the house/flat to the main entrance of the school as measured by the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

Admission Arrangements

- 1 All applications will be considered at the same time and after the closing date (detailed on the preceding page) agreed by the Admissions Committee.
- 2 Parents will be informed, by letter, of the decision by the Local Authority no later than 1st March 2012. If their application has been successful they are required to confirm acceptance of the offer of a place within 10 working days to Broughton Hall High School.
- 3 If application has not been successful the letter will give reasons for the decision, will inform parents of their right of appeal and give guidance on how that appeal should be made.
- 4 A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria; parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the Autumn Term 2012.

Notes:

- 1 For a child to be considered as a Catholic, evidence of a Catholic Baptism or reception into the Church will be required.

A Baptised Catholic is one who has been baptised into full communion with the Catholic Church by the Rites of baptism of one of the various ritual Churches in communion with the See of Rome (Cf. Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the baptismal Registers of the church in which the baptism took place.

Or

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal registers of the church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: full name, date of birth, date of baptism or reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of baptism or reception.

Those who would have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholic but only after they have been referred to their parish priest, who after consulting with the Vicar General, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of baptism due to persecution or fear, the destruction of the church and the original records, or where baptism was administered validly but not in the Parish church where records are kept.

Governors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

- 2 The home address of a pupil is considered to be the permanent residence of a child. The address must be the child’s only or main residence. Documentary evidence may be required e.g. child benefit payment address, utility bill, council tax bill, tenancy agreement, exchange of contracts.
- 3 Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.
4. Late applications (those received after the closing date) will only be considered alongside those received by the closing date under the following circumstances:
 - the family were unable to complete an application form before the closing date because they moved into the school’s parish area after the issue of application forms

OR

- the family were unable to conform with admissions timetable because of exceptional circumstances which prevented the applications arriving on time – the circumstances must be given in writing and attached to the application form.
- 5 Applications received after the notification date (after places are offered) will be added to the school’s waiting list in admission criteria order.

Parents must complete their home local authority common application/preference form and must complete the school supplementary information form. Failure to do so will result in your application being considered against lower priority criteria. School supplementary information forms are available from:

- The school website www.broughtonhall.com
- They are delivered personally to our primary feeder schools in september 2011
- Or you can contact Mrs Mullins at Broughton Hall on 0151 228 3622

CARDINAL HEENAN CATHOLIC HIGH SCHOOL (Boys)

A Specialist Sports College

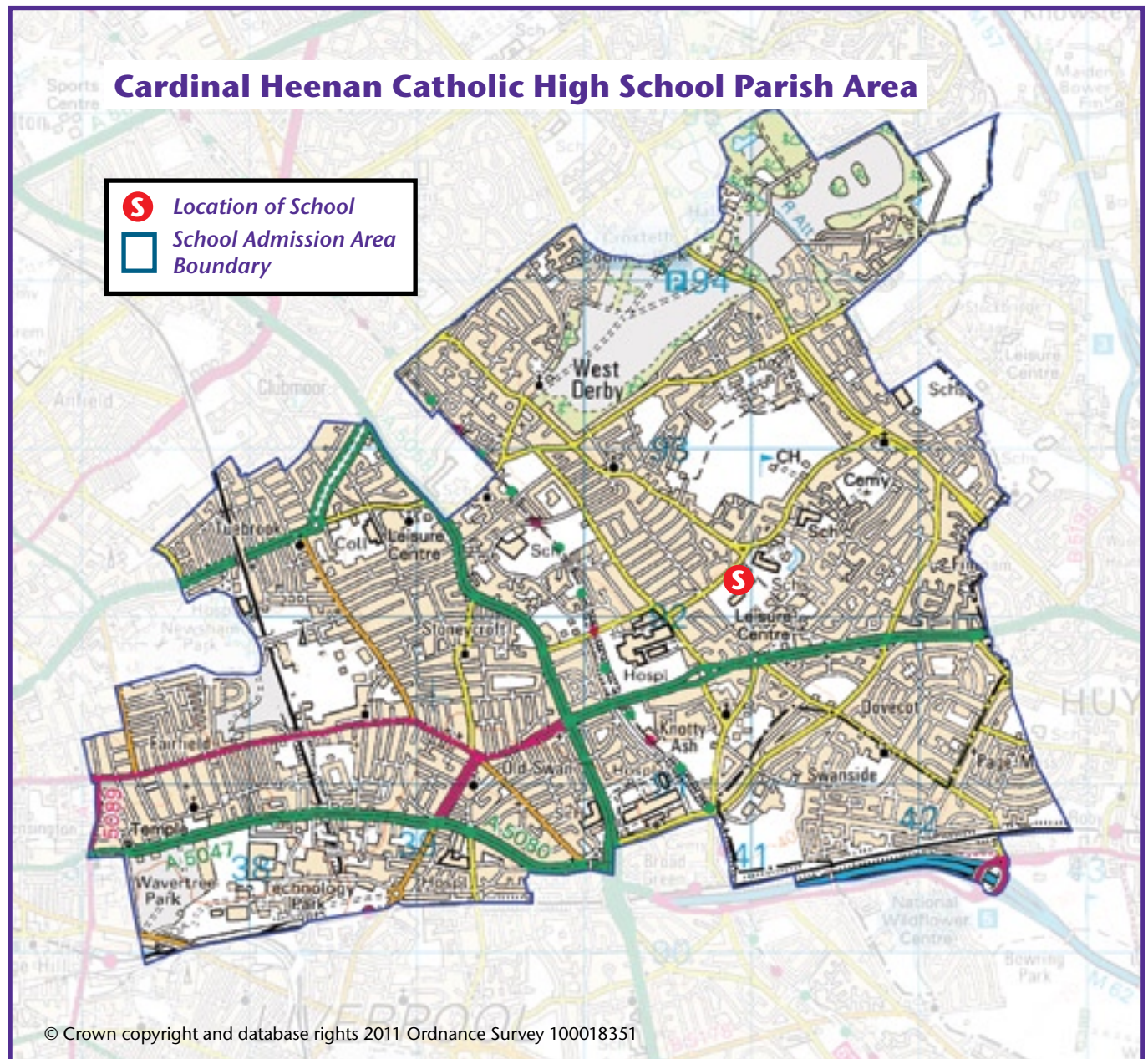
Honeysgreen Lane, Liverpool, L12 9HZ

Tel: 235 1430

Head Teacher: Mr D Forshaw

Admission Number - 240 Pupils Total Number of Pupils on Roll January 2011: 1435

E-Mail Address: cardinalheenan.liverpool@gmail.com



Admission Policy for entry in September 2012

The school serves in the second instance baptised Catholic children living in the Parish(es) of St Cecilia's, St Cuthbert's, St Oswald's and St Brendan's, St Margaret Mary's, St Paul's and St Timothy's, St Sebastian's and the section of St Dominic's parish in the Liverpool boundary (see No. 2 of the Admissions Criteria).

Applicants for a place at the school must complete the common application form/preference form issued by their home Education Authority and place Cardinal Heenan as one of their preferences on the form.

The Governing Body has delegated responsibility for determining admissions to its Admissions Committee, which will consider all applications made in accordance with the criteria, without reference to the ability or aptitude of the child.

Admissions Criteria

Where the number of applications exceeds the number of places available the Governing Body will apply the following over-subscription criteria:

- 1 Children in public care.
- 2 Baptised Catholic children living in the designated Parish(es) named in the admission policy and attending the partner school.
- 3 Children who have a brother or a sister at the school at the time of likely admission. This includes full, half or step-brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit.
- 4 Baptised Catholic children living in the designated Parish(es) named in the admission policy but attending a Catholic school other than a partner school.
- 5 Baptised Catholic children attending partner schools but living outside the designated Parish areas.
- 6 Baptised Catholic children living in other Parishes who attend Catholic schools other than partner schools.
- 7 Baptised Catholic children living in the designated Parish(es) (named in No. 4) but attending a non-Catholic school.
- 8 Baptised Catholic children living in other Parishes who attend non-Catholic schools.
- 9 If after considering applications made which meet any of the above criteria or a combination of one or more of the same, there remains a shortfall in the planned admissions number, then the Admissions Committee will consider applications made by parents of children who are baptised in other Christian denominations. Proof of baptism in the form of a Baptismal Certificate is required or confirmation that the applicant is a member of the faith group from an appropriate Minister of Religion.
- 10 Children of other faiths. Proof of baptism in the form of a Baptismal Certificate is required or confirmation that the applicant is a member of the faith group from an appropriate Minister of Religion.
- 11 Children whose parents express a preference for a place at the school.

In the event of any over-subscription in the number of applications made under any of the categories above then the Admissions Committee will offer places first to children living nearest to the school measured by the shortest walking distance from the front door of the house / flat of their permanent address to the school gate using public highways. The distance will be measured using the City Council's computerised measuring system.

NOTRE DAME CATHOLIC COLLEGE FOR THE ARTS (Mixed)

Everton Valley, Liverpool, L4 4EZ

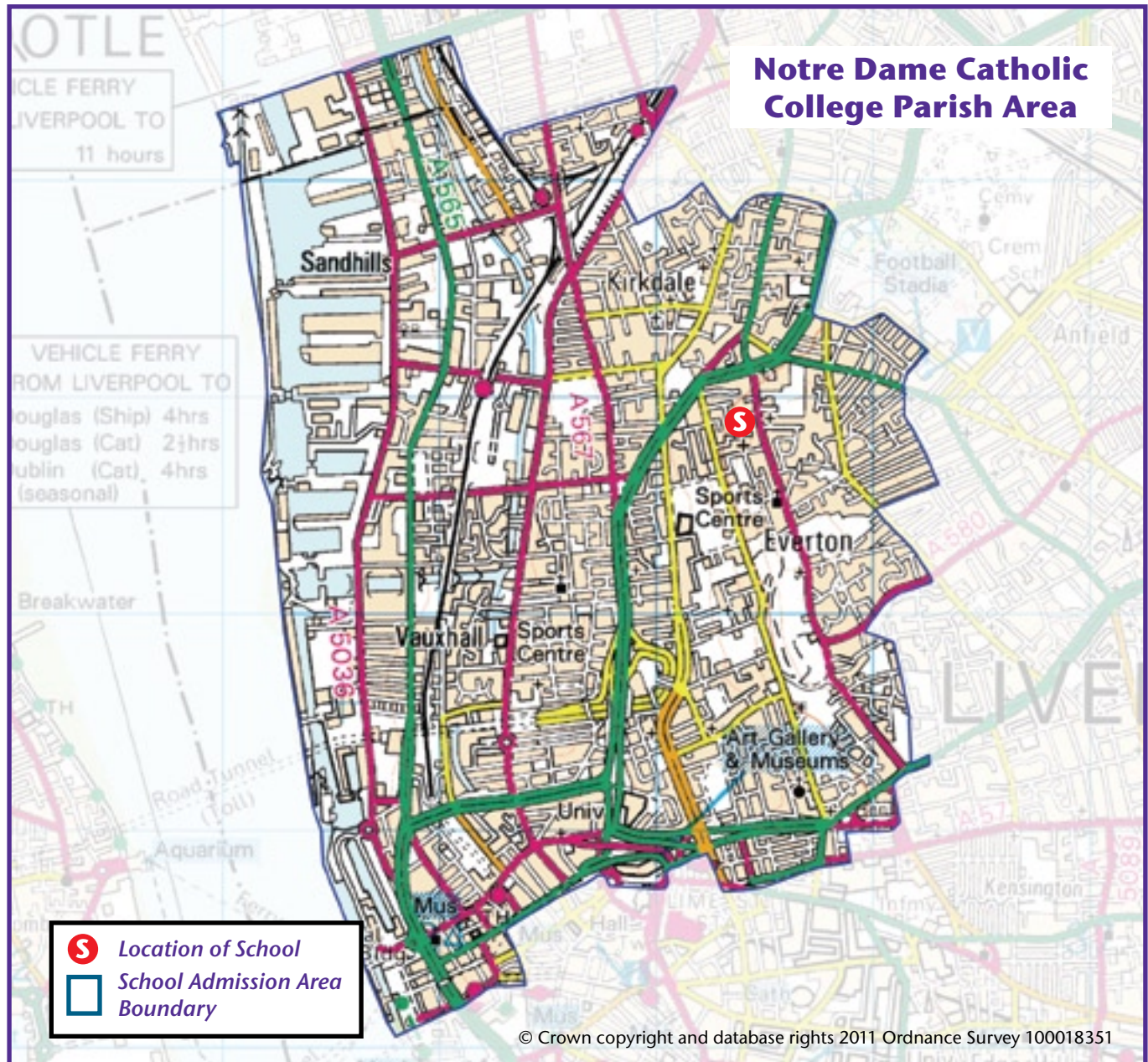
Tel: 263 3104

Head Teacher: Mrs F Harrison

Admission Number: 150 Pupils

Total Number of Pupils on Roll January 2011: 883

E-Mail Address: ao@notredame.liverpool.sch.uk



Notre Dame Catholic College for the Arts has made a sustained contribution to the education of its students since 1869 and, underpinned by our Catholic ethos and the foundation of the Sisters of Notre Dame, continues this mission into the 21st Century.

Notre Dame Catholic College for the Arts is to become an 11-18 mixed comprehensive school with effect from 1 September 2012. Initially the college will be accepting applications from both boys and girls for the 2012 intake into Year 7 only, increasing year on year and will become fully coeducational by September 2016. The college currently has a mixed Sixth Form and also works in collaboration with two other local schools which involves a small number of boys being educated from the age of 16. As a coeducational school, Notre Dame will provide greater choice for parents seeking places for their children in Catholic High Schools, especially for those parents preferring to have their sons and

daughters education in the same school, at the same time allowing a more equal provision of places for girls and boys in the Catholic sector as a whole. The Governors, Trustees and Staff at the college look forward to welcoming boys into the Notre Dame Community and are delighted to be able to offer a wider choice of secondary education in the local area. Our admission numbers will remain at 150.

We maintain high expectations of all members of the college, staff and students alike, challenging them to be the best they can be, academically, socially, emotionally and spiritually, creating a community which is welcoming of all cultural traditions in a climate of joy, tolerance and respect.

Notre Dame Catholic College Admissions Policy and Arrangements for 2012-13

- 1 Notre Dame Catholic College is a Voluntary Aided Catholic Comprehensive School for children aged 11-19. It is in the trusteeship of the Sisters of Notre Dame and is situated in the Archdiocese of Liverpool being maintained by the Liverpool Children's Services.
- 2 The Governing Body of the college is responsible for determining and administering the policy relating to the admission of students to the college. It is guided in that policy by:
 - (a) the requirements of the law;
 - (b) the advice of the Archdiocese and Sisters of Notre Dame Trustees on the nature and purpose of its duties;
 - (c) its duty towards the college and the Catholic community it serves;
 - (d) the Catholic character of the college and its Mission Statement;
 - (e) recognition of the parish boundaries.
- 3 The college serves in the first instance Baptised Catholics who are looked after children and those living in the Parishes Our Lady of Reconciliation, Our Lady Immaculate, St Anthony's, St Francis Xavier, St John and St Sylvester and the former parishes of Holy Cross, St Alphonsus, St Joseph's, St Mary's Highfield Street and St Mary of the Angels (Friary).
- 4 Having consulted with Liverpool Children's Services and others and in accordance with the requirements of the law, the Governing Body has published its admissions limit at 150 students for the college year commencing September 2012.
- 5 Applications to Notre Dame Catholic College are part of the co-ordinated admission arrangements operated by Liverpool Children's Services. Parents seeking a place at the College must complete the Liverpool Children's Services preference form and, if they wish their application to be considered against the priority faith criteria, the Notre Dame Catholic College application form. If the college is oversubscribed, failure to complete the Notre Dame Catholic College application form may result in your application for a place in this school being considered against lower priority criteria, as the Governing Body will have no information upon which to assess the application on the basis of the applicant's baptism and/or membership of a faith community. Notre Dame Catholic College must be one of the three named schools on Liverpool Children's Services preference form. The closing date for applications will be the same as the closing date for the common application form in the co-ordinated admission arrangements for September 2012.
6. The Governing Body has delegated responsibility for determining admissions to its Admissions Committee which will consider all applications made in accordance with the criteria set out over the page, without reference to the ability or aptitude of the child.

Parents may wish to know that for entry in September 2010, the college was able to offer places to all who required them.

Admissions Criteria

Each year it is intended to admit 150 children at the age of 11. It is the Governors' policy to award places in two main categories: 135 places in Category A and 15 places in Category B.

Category A (135 Places)

Where the number of applications exceeds the number of places available the Governing Body will apply the following over-subscription criteria.

- 1 Baptised Catholics who are in the care of the Local Authority ('Looked After Children')
- 2 Baptised Catholics living in the designated Parishes named in paragraph 3 above.
- 3 Baptised Catholics who have a sister or brother at the college at the likely time of admission. This includes full, half or step sisters or brothers, adopted and foster sisters or brothers or children of the parent / carer's partner, and in every case who are living at the same address and are part of the family unit.
- 4 Baptised Catholics living in other Catholic parishes.
- 5 Children in the care of the Local Authority ('Looked After Children') who are other than Catholic.
- 6 Children who are other than Catholic who have a sister or brother at the college at the likely time of admission. This includes full, half or step sisters or brothers, adopted and foster sisters or brothers or children of the parent / carer's partner, and in every case who are living at the same address and are part of the family unit
- 7 Children who are members of other Christian denominations.
- 8 Children who are members of other faiths.
- 9 Children whose parents express a preference for a place at the college.

In the event of any over-subscription in the number of applications made under any of the categories above then the Admissions' Committee will offer places first to children living nearest to the college measured by the shortest walking distance from the front door of the house/flat to the main entrance of the college as measured by Liverpool City Council's computerised measuring system, with those living closer to the college receiving higher priority

Category B

As a Specialist School for the Arts with Performing Arts status the Governing Body chooses to exercise its right to admit up to 15 places (10% of the total) of the children by aptitude in the college's specialisms (Dance, Drama and Music).

If the number of applicants exceeds the number of places available in Category B then an audition may be used to determine whether or not aptitude has been demonstrated. Children will be informed about the outcome of the audition before the closing date for the return of the preference/common application form. If more children demonstrate aptitude than there are places, the scores in the audition will be used to determine who is admitted. In the event of identical scores the students will be ranked against the criteria in Category A.

If fewer than 15 places are awarded in Category B, the unfilled places will revert to Category A, where they will be allocated via the usual criteria for Category A.

Applicants may apply to both categories. Dual applications will first be considered as Category A and then as Category B.

Admission Arrangements

- 1 All applications will be considered at the same time and after the closing date (detailed on the preceding page) agreed by the Admissions Committee.
- 2 Parents will be informed, by letter, of the decision of the Admissions Committee by their home local authority at the date specified in the Co-ordinated Admission Arrangements. If their application has been successful they are required to confirm acceptance of the offer of a place within the timeframe specified by the Local Authority.
- 3 If application has not been successful the letter will give reasons for the decision, will inform parents of their right of appeal and give guidance on how that appeal should be made.
- 4 A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria; parents will be informed of their child's position on the waiting list which will be operated until the end of the first term in December.

Notes

- 1 For a child to be considered as a Catholic, evidence of a Catholic Baptism or reception into the Church will be required.

A Baptised Catholic is one who has been baptised into full communion with the Catholic Church by the Rites of baptism of one of the various ritual Churches in communion with the See of Rome (CF. Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the baptismal Registers of the church in which the baptism took place.

Or

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal registers of the church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or reception is to include: full name, date of birth, date of baptism or reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of baptism or reception.

Those who would have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest, who after consulting with the Vicar General, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of baptism due to persecution or fear, the destruction of the church and the original records, or where baptism was administered validly but not in the Parish church where records are kept.

Governors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not).

- 2 The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence. Documentary evidence may be required – e.g. child benefit payment address.

Secondary Schools Admissions Academic Year 2012/13

- 3 Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.
- 4 Late applications (those received after the closing date) will only be considered alongside those received by the closing date under the following circumstances:
 - the family were unable to complete an application form before the closing date because they moved into the school's parish area after the issue of application forms OR
 - the family were unable to conform with the admissions timetable because of exceptional circumstances which prevented the applications arriving on time – the circumstances must be given in writing and attached to the application form.

Applications received after the notification date (after places are offered) will be added to the school's waiting list in admission criteria order.

Parents must complete the local authority common application form and are strongly advised to complete the college supplementary form.

ST EDWARD'S COLLEGE

Edmund Rice Academy Trust (Mixed)

Sandfield Park, Liverpool, L12 1LF

Tel: 281 1999

Head Teacher: Mr J E Waszek

Admission Number: 150 Pupils

Total Number of Pupils on Roll January 2011: 1187

E-Mail Address: principal@st-edwards.liverpool.sch.uk

Year 7 Admissions Policy

In September 2012, the College will admit 150 children aged 11 to Year 7. The College has an Indicated Admissions Number (IAN) of 150. Parents can apply under either the Faith Criteria or the Aptitude for Music Criteria, or under both criteria.

When the number of applicants exceeds the number of places available, the Governing Body will apply the following over-subscription criteria:

Following consultation with the Local Authorities, children with a Statement of Special Educational Need which names St Edward's College, will be admitted and will count against the 135 children to be admitted in the Faith Criteria.

Faith Criteria

The College will admit 135 children in the following order of priority:

- 1 Baptised Catholic children who are in the care of the Local Authority (looked after children).
- 2 Baptised Catholic children with medical or social reasons. These places will be allocated by the Admissions Committee of the Governing Body on the basis of supporting professional documentary evidence (from either a registered health professional such as doctor or social worker) which should set out the particular reasons why the College is the most suitable school and the difficulties that would be caused if the child had to attend another school. The maximum number of children to be admitted under this priority will be ten.
- 3 Choristers of the Metropolitan Cathedral of Christ the King.
- 4 Children who have a sibling who is a pupil at St Edward's College on the expected date of admission. Siblings include brothers and sisters, step brothers and sisters, half brothers and sisters and foster children who are living with the same family at the same address.
- 5 Baptised Catholic children. The Governors will require proof of baptism in the form of a Baptismal Certificate.
- 6 Children who are in the care of the Local Authority (looked after children) other than Catholic.
- 7 Children from other Christian denominations. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.
- 8 Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
- 9 Children whose parents express a preference for a place at the school.

If there are more applicants than places in criteria 4 to 9, the tie-break will be via a random allocation process.

The random allocation process will be supervised by a person not otherwise involved in the admissions process. The process will be open to scrutiny by an appropriately qualified external consultant appointed by the College Governing Body.

Aptitude for Music Criteria

The College will admit up to 15 children on the basis of their aptitude in music. Candidates will be assessed and ranked according to their religion and places allocated as follows:

- 1 Baptised Roman Catholic candidates on the basis of the score in the assessment of musical aptitude.
 - 2 Candidates of other Christian denominations on the basis of the score in the assessment of musical aptitude.
 - 3 Other candidates on the basis of the score in the assessment of musical aptitude.
- In the Aptitude for Music criteria 1 to 3, if two or more applicants' musical aptitude scores are tied, the tie-break will be via a random allocation process. If it is not possible to allocate all of the 15 Aptitude for Music places the remaining places will be included with the Faith Criteria.

Application Process

Applications to the College are part of the Coordinated Admissions Arrangements operated by Liverpool Local Authority. Applications for places for Year 7 in September 2012 should be made both to the Home Local Education Authority using the Preference Form (which is distributed to all parents of children in Year 6 by the Primary School) and also directly to the College using the application form (available from College). The closing date for applications to St Edward's College is Tuesday 1 November 2011 at 16.00. When allocating places to Year 7 in September 2012, the College will coordinate admission arrangements with Liverpool Local Authority and will follow the equal preference scheme determined by the Local Authority.

Aptitude for Music

The College will admit up to 15 children into Year 7 who will undertake a specialist music course which will require them to take part in musical activities arranged outside normal school hours, including weekends and holidays.

All these pupils will be required to learn one musical instrument or take voice studies and most will be expected to learn a second instrument. Tuition, in groups or individually, will be arranged by the College and, for the first instrument, will be free of charge for the first year.

A separate music form is provided with the application form which candidates should complete and return to the College at the address given by Tuesday 6 September 2011 at 16.00. Candidates will be invited to attend an assessment to determine general musical aptitude. Assessments will take place on Thursday 22 September 2011.

Reserve List

A waiting list will be established to cover any vacancies which may arise from offers not being taken up. This list will be ranked according to the Admission Priority and will remain operational until 31 August 2012. This list will be maintained by St Edward's College and all unsuccessful applicants will automatically be placed on the waiting list unless a parent or guardian requests otherwise. If any vacancies arise from offers not being taken up, then all unsuccessful applicants on the reserve list will be included in a fresh round of random allocation to decide which child from the waiting list should be offered a place in accordance with the oversubscription criteria.

Prospective applicants should note that the College received 489 valid applications for a place in Year 7 in September 2011.

ST FRANCIS XAVIER'S COLLEGE (Boys)

Beaconsfield Road, Liverpool, L25 6EG

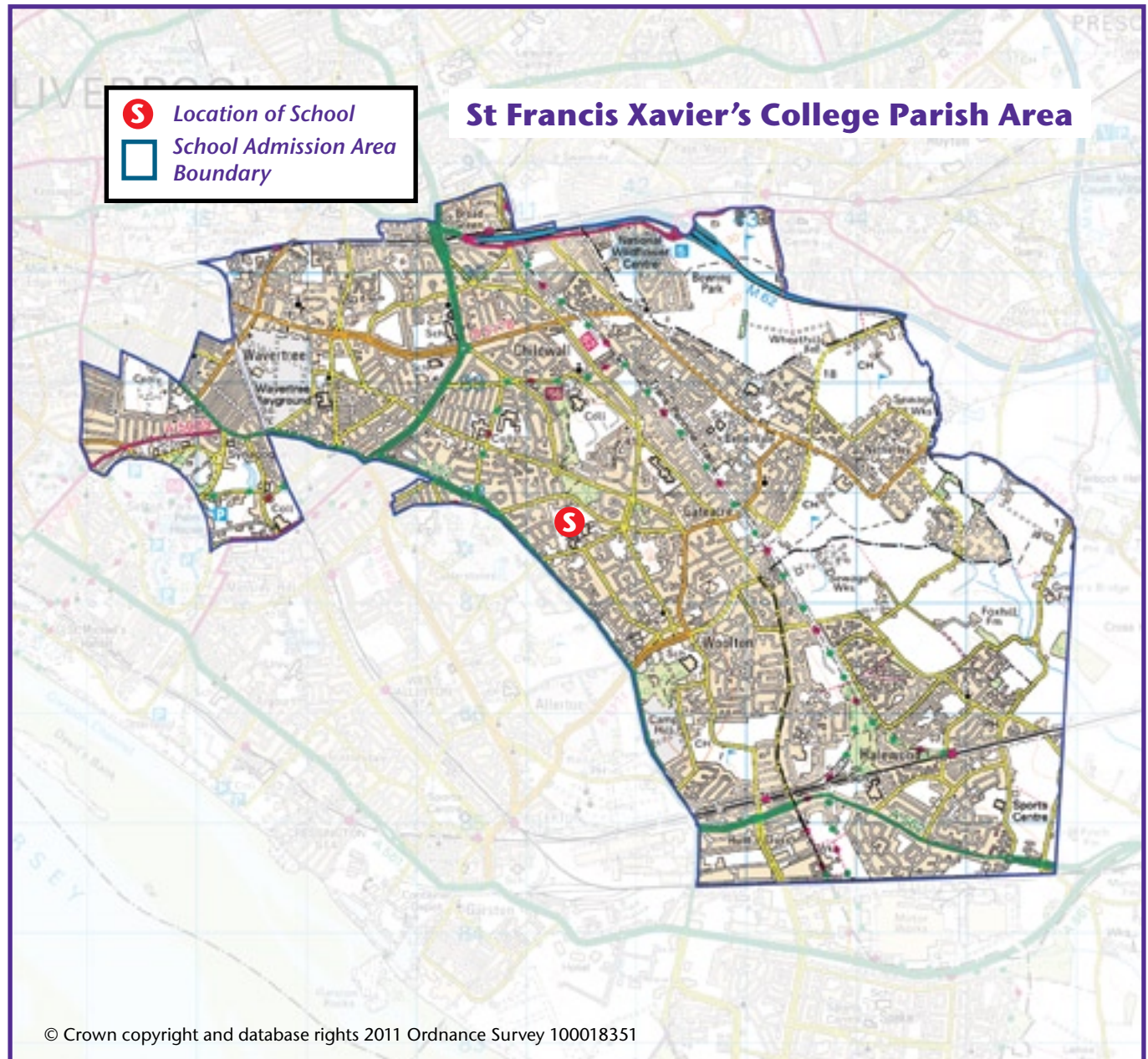
Tel: 288 1000

Head Teacher: Mr L Rippon

Admission Number - 180 Pupils

Total Number of Pupils on Roll January 2011: 1278

E-Mail Address: admin@sfx.liverpool.sch.uk



Procedure for applying to the college for admission to Year 7 in advance of the date on which year 7 boys Are admitted to the college

The Governors have agreed to admit 180 boys into Year 7 each September. Unless the Governing Body decides otherwise or there is an alternative legally binding determination the admission number for future years will be 180.

Secondary Schools Admissions Academic Year 2012/13

Parents must complete the Local Authority application form by 31st October 2011. Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the supplementary form. If the school is oversubscribed, failure to complete the supplementary form may result in the application for a place in this school being considered against lower priority criteria, as the Governing Body will have no information upon which to assess the application on the basis of the applicant's baptism and/or membership of a faith community.

If the application procedures are completed for more boys than there are places available, then the available places will be offered according to the following criteria in order of priority

Criterion 1 Baptised Catholic boys who are in the care of the Local Authority (looked after children)

Criterion 2 Baptised Catholics attending one of the named feeder primary schools:
Liverpool schools - Christ the King, St Paschal Baylon, St Mary Much Woolton, St Clare, St Gregory, Our Lady of Good Help, Bishop Eton, Our Lady of the Assumption.
Knowsley Schools - Holy Family (Liverpool 25)*, St Andrew, St Mark.

Criterion 3 Baptised Catholics living in one of the parishes listed below but who do not attend one of the named feeder primary schools.

Christ the King and Our Lady (incorporating former Parishes of Christ the King, Our Lady of Good Help and St Paschal Baylon), St Mary, St Clare, St John Almond (incorporating the former Parishes of St Gregory, St Cyril and Our Lady of the Assumption), Bishop Eton and St John Vianney (incorporating the former Parishes of Holy Family, St Andrew and St Mark)

Criterion 4 Baptised Catholic boys who have a brother or sister at the college at the time of likely admission. This includes full, half or step brothers or sisters, adopted and foster brothers or sisters who are living at the same address and are part of the same family unit.

Criterion 5 Baptised Catholic boys from other parishes within the Archdiocese and who attend a Catholic Primary School

Criterion 6 Baptised Catholics boys from other parishes within the Archdiocese.

Criterion 7 Boys who are in the care of the Local Authority (looked after children) other than Catholic

Criterion 8 Boys of other Christian denominations, whose parents express a wish for their children to attend St Francis Xavier's College, maybe admitted if the number of Catholic children seeking admission falls below the admission number. The Governors have defined 'Christian Church' as being any church in membership of, or sharing the statement of belief, (the 'Basis') of Churches together in England. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.

Criterion 9 Boys of other faiths will be admitted to the College if the number of applications in preceding criteria falls below the admission number. It will be necessary for a Minister of Religion to confirm membership of their faith group.

Criterion 10 Boys whose parents express a preference for a place at the school.

Tie Breaker

In the event of oversubscription in the number of applications made under any of the category above then the governors will offer places to children living nearest to the College. This will be measured by the shortest walking distance from the College's main entrance to the front door of the applicant's home address using public highways.

Notes

- 1 Catholic applicants are required to provide proof of Baptism. For a child to be considered as a Catholic, evidence of a Catholic Baptism or reception into the Church will be required.

A Baptised Catholic is one who has been baptised into full communion with the Catholic Church by the Rites of baptism of one of the various ritual Churches in communion with the See of Rome (cf. Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the baptismal registers of the church in which the baptism took place.

OR

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal registers of the church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Baptism or Reception is to include: full name, date of birth, date of baptism or reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of baptism or reception.

Those who would have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest, who after consulting with Vicar General, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of baptism due to persecution or fear, the destruction of the church and the original records, or where baptism was administered validly but not in the Parish church where records are kept.

Governors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

- 2 Other Christian applicants should provide proof of Baptism or affiliation to the named denomination

Confirmation from a Minister of Religion of faith membership is also required for applicants from non Christian faiths.

- 3 Criterion 4 details how the siblings of those on roll at the time of likely admission will be considered. It should be noted that this applies to students on roll at the time applications are made for any brothers. Students on roll in years eleven and twelve must have expressed a desire to continue their studies at the college.

- 4 The home address of a pupil is considered to be the permanent residence of the child. The address must be the child's only or main residence.

Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.

- 5 Holy Family Primary School is situated in Arncliffe Road, Liverpool 25. This has been designated as a feeder school by the Archdiocese. Any other school bearing the same name but not in Arncliffe Road have not been designated as feeder schools by the Archdiocese. The Local Authority Secondary School Admission Booklet has further information about nominated feeder schools.

6 Application Procedure

Should you wish to apply for a place you must name SFX as one of your three choices on the Local Authority preference form.

You are strongly advised to complete the College's supplementary form. Failure to do so will mean that the application can only be considered under a lower priority criteria than might otherwise have been the case.

The supplementary form is available directly from the College or alternatively from Liverpool Local Authority, Admission Section.

The Governors reserve the right to request proof of permanent home address.

7 Late Applications

Applications received before the governors have decided to whom places will be offered, will be considered alongside those received before the published closing date, if a written valid reason accompanies the application for example, a change of address.

Late applications without a valid reason will be considered after applications received on time.

8 Waiting List

A waiting list will be maintained in accordance with the oversubscription criteria listed in the policy. The waiting list for the normal round of admissions will be kept until the end of year 7.

9 Fraudulent Applications

An application may be regarded as invalid if the information provided by the parent on the application form is shown to be intentionally misleading or fraudulent, for example, a false claim to residence in a parish area.

Once an offer of a school place has been made but governors subsequently find the offer to have been based on fraudulent information then such an offer will be withdrawn.

10 Admissions within the school year to any year group

Should places become available during the school year and there are more applicants than there are places available, the published oversubscription criteria, as detailed for entry to year 7, will be used.

Where places cannot be offered applicants are entitled to appeal against the decision.

The governors will work with the Local Authority to co-ordinate in year admissions.

Unsuccessful Applications

Unsuccessful applicants may request an appeal. Information at the appeal process will be given on request. Enquiries should be addressed to Mrs D Banks, Clerk to Governors.

Sixth Form Admission Policy

The College provides courses of study for post 16 male and female students wishing to follow AS, Level 3 BTEC in Business Studies and Sport, Level 2 BTEC first diploma for IT practitioners and A2 options

The majority of 6th form students transfer from Year 11 within the College. Interest from external applicants is most welcome. Availability of places is dependent on the numbers transferring from Year 11. The minimum number of places allocated to external applicants will be 5.

The total number of pupils in Years 12 and 13 is not normally expected to exceed 250. Consideration has to be given to arrangements agreed with the local sixth form collaborative, of which SFX is a part

Details of specific entry requirements and courses may be requested from school or viewed on the website. Typically, a minimum of three grade B's and three grade C's are required to study three AS Levels. A minimum of four grade B's and four grade C's are required to study four AS Levels.

Entry requirements for students transferring from within SFX and applying from other schools will be the same.

The availability of courses is dependent upon the number of applications and the financial sustainability of the course, this will be determined by the Governing Body.

Oversubscription Criteria

Where the number of eligible external applicants for a course of study exceeds the places available then admission will be determined in accordance with the following priority:

- 1 Looked After Children
- 2 Applicants who have a brother or sister at the College at the time of likely admission. This includes full, half or step brothers or sisters, adopted and foster brother or sisters who are living at the same address and are part of the same family unit.
- 3 Catholic applicants – proof of baptism will be required. Refer to the fuller explanation in the year 7 policy.
- 4 Other applicants who seek admission to this sixth form

Tiebreaker

Should demand for places exceed the number available on the chosen course after the published oversubscription criteria has been applied, a tiebreaker will be used to determine to whom the place will be allocated. The Governors will offer places to applicants who live nearest the College. This will be measured by the shortest walking distance from the College's main entrance to the front door of the applicants home address using public highways.

Late Applications

Applications received after the published closing date will only be considered under exceptional circumstances.

Appeals

Any student (or parent) refused the offer of a place has the right to appeal. Further information on appeal can be requested from the school.

Misleading Information

An application may be regarded as invalid if the information provided by the student or parent on the application form is shown to be intentionally misleading or fraudulent.

Once an offer of a school place has been made but governors subsequently find the offer to have been based on fraudulent information then such an offer will be withdrawn.

ST JOHN BOSCO ARTS COLLEGE (Girls)

Stonedale Crescent, Liverpool L11 9DQ

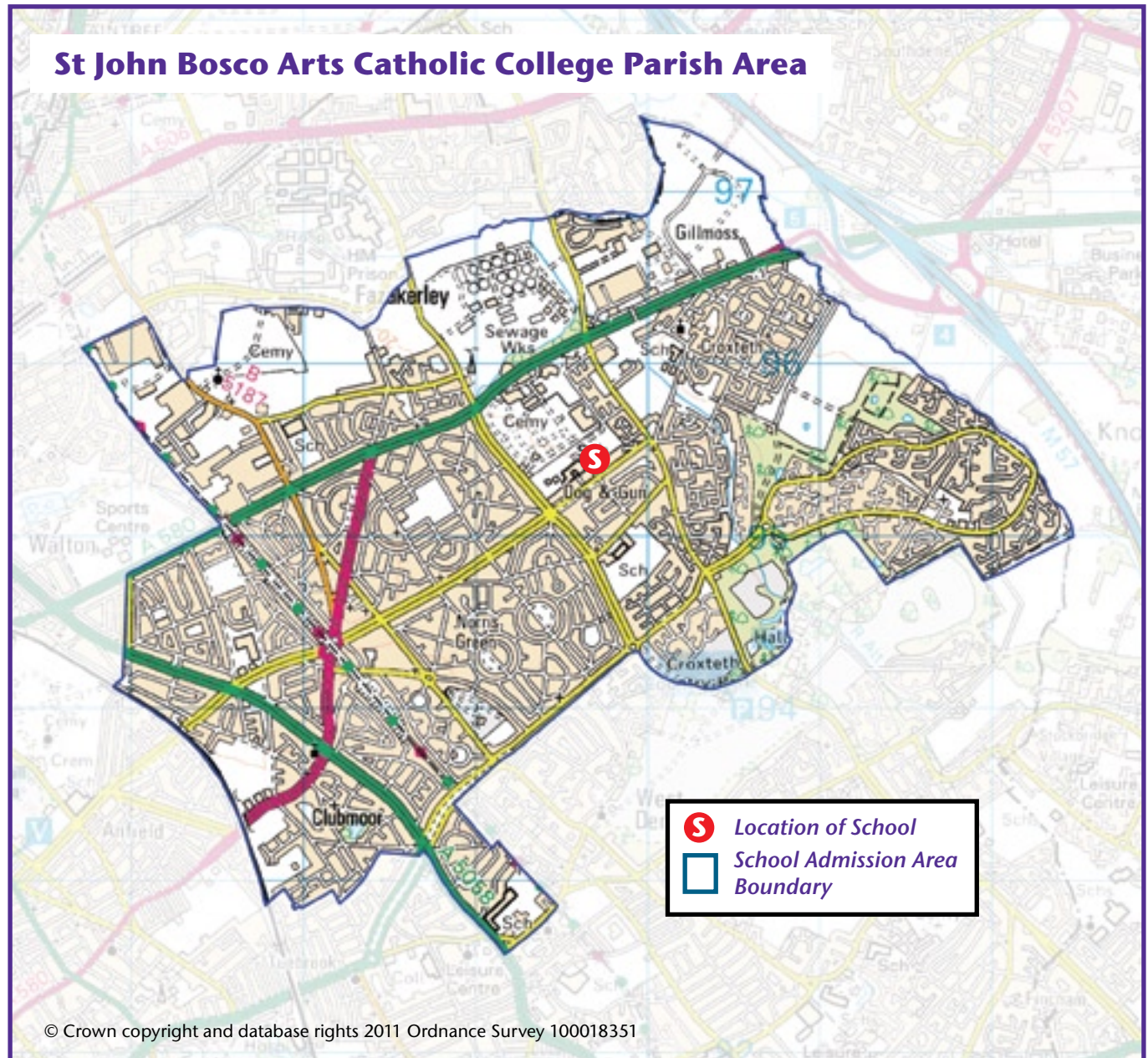
Tel: 546 6360

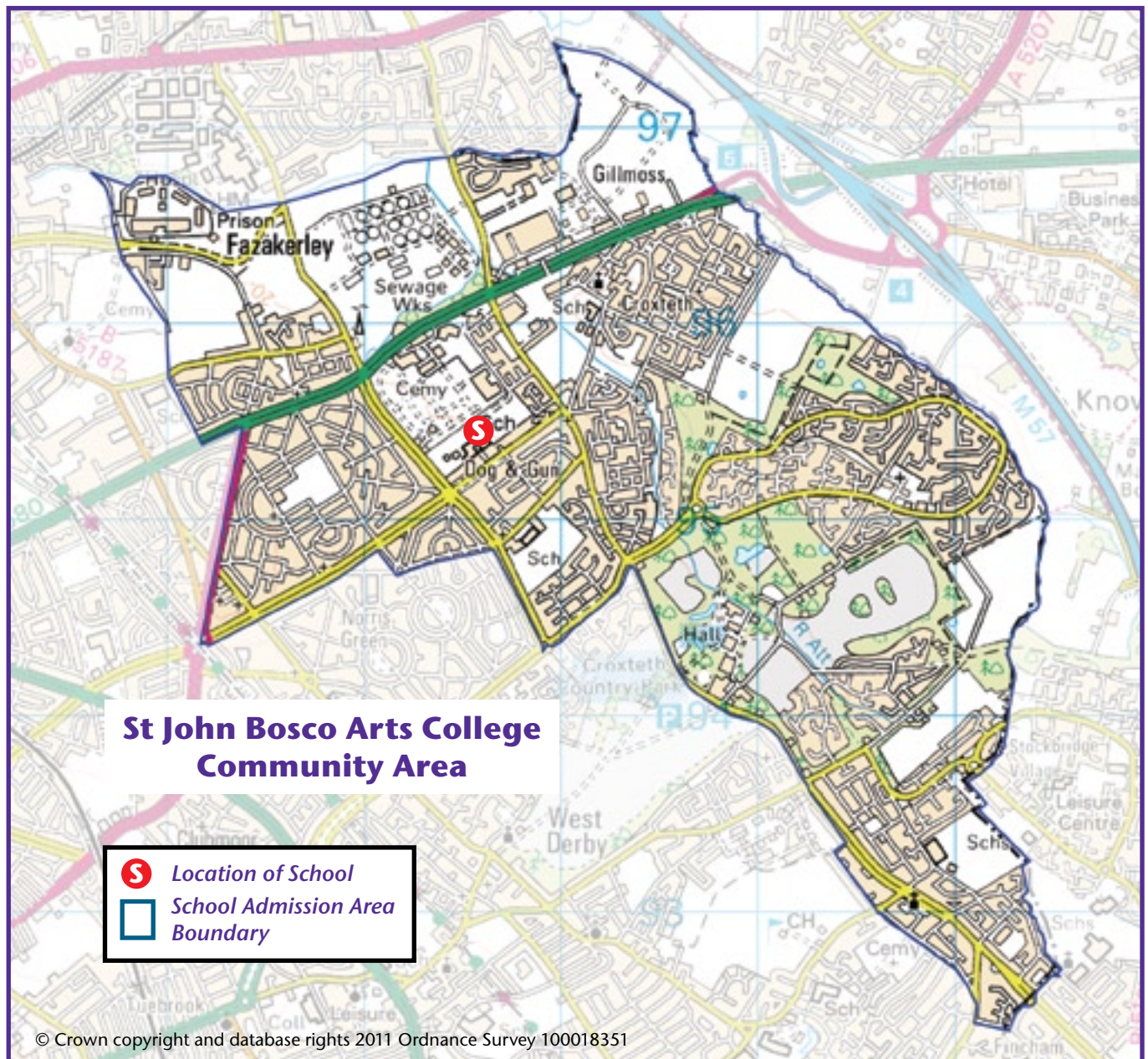
Head Teacher: Mrs A Pontifex

Admission Number: 180 Pupils

Total Number of Pupils on Roll January 2011: 1008

E-Mail Address: enquiries@stjohnbosco.org.uk





The Governing Body has delegated responsibility for determining admissions to its Admissions Committee, which will consider all applications made in accordance with the criteria set out without reference to the ability or aptitude of the child.

Applications (to St John Bosco Arts College) are part of the co-ordinated admission arrangements operated by Liverpool Local Authority. Parents seeking a place at the College should complete both their Home Local Authority Preference Form and the St John Bosco Arts College Application Form.

St John Bosco Arts College must be one of the schools named on the Local Authority Preference Form. The closing date for applications is Monday 31st October 2011.

A copy of the St John Bosco Arts College Application Form can be obtained on request by post or contacting the College on the above telephone number.

The Governors wish parents to be aware that they have adopted the Preference Scheme determined by Liverpool Local Authority.

Secondary Schools Admissions Academic Year 2012/13

If the number of applications does not exceed the number of places available, the Governing Body will admit all applicants. Where the number of applications exceed the number of places available the Governing Body will apply the following criteria in allocating places.

Category A – Catholic / Faith Allocation – 150 places

- 1 Baptised Catholic girls* who are in the care of the Local Authority (Looked After Children)
- 2 Baptised Catholic girls* living in the designated Parishes of Our Lady Queen of Martyrs and St Swithin's, Our Lady and St Philomena, St Matthew, St Teresa and Liverpool residents of St Albert's (Knowsley)
- 3 Baptised Catholic girls* who will have a sister at the college at the time of likely admission. This includes full, half or step-sisters, adopted and foster sisters or the daughter of the parent / carers partner, and in every case who is living at the same address and is part of the same family unit
- 4 Baptised Catholic girls* living in other Catholic parishes.
- 5 Girls from other Christian denominations. Proof of Baptism in the form of Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.
- 6 Girls of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
- 7 Girls whose parents have expressed a preference for a place in the College.

* Proof of Baptism will be required for all Catholic applicants.

Category B – Community Allocation – 30 places for girls other than Catholic who live in the admission area that was served by Croxteth Community Comprehensive School

- 1 Girls who are in the care of the Local Authority (Looked After Children)
- 2 Girls who will have a sister at the college at the time of likely admission. This includes full, half or step-sisters, adopted and foster sisters or the daughter of the parent / carers partner, and in every case who is living at the same address and is part of the same family unit.
- 3 Girls other than Catholic who live in the admission area that was served by Croxteth Community Comprehensive School whose parents have expressed a preference for a place in the college.

In the event of over-subscription in the number of applications made under any of the categories above then the admissions committee will offer places first to children living nearest to the College measured by walking distance from the front door of their home to the main entrance of the College, using the Local Authority's computerised measuring system, with those living closer to the College receiving higher priority. If either category were undersubscribed, the surplus places would automatically be offered to applicants in the alternate category.

ST JULIE'S CATHOLIC HIGH SCHOOL (Girls)

A Specialist Language College

Speke Road, Liverpool, L25 7TN

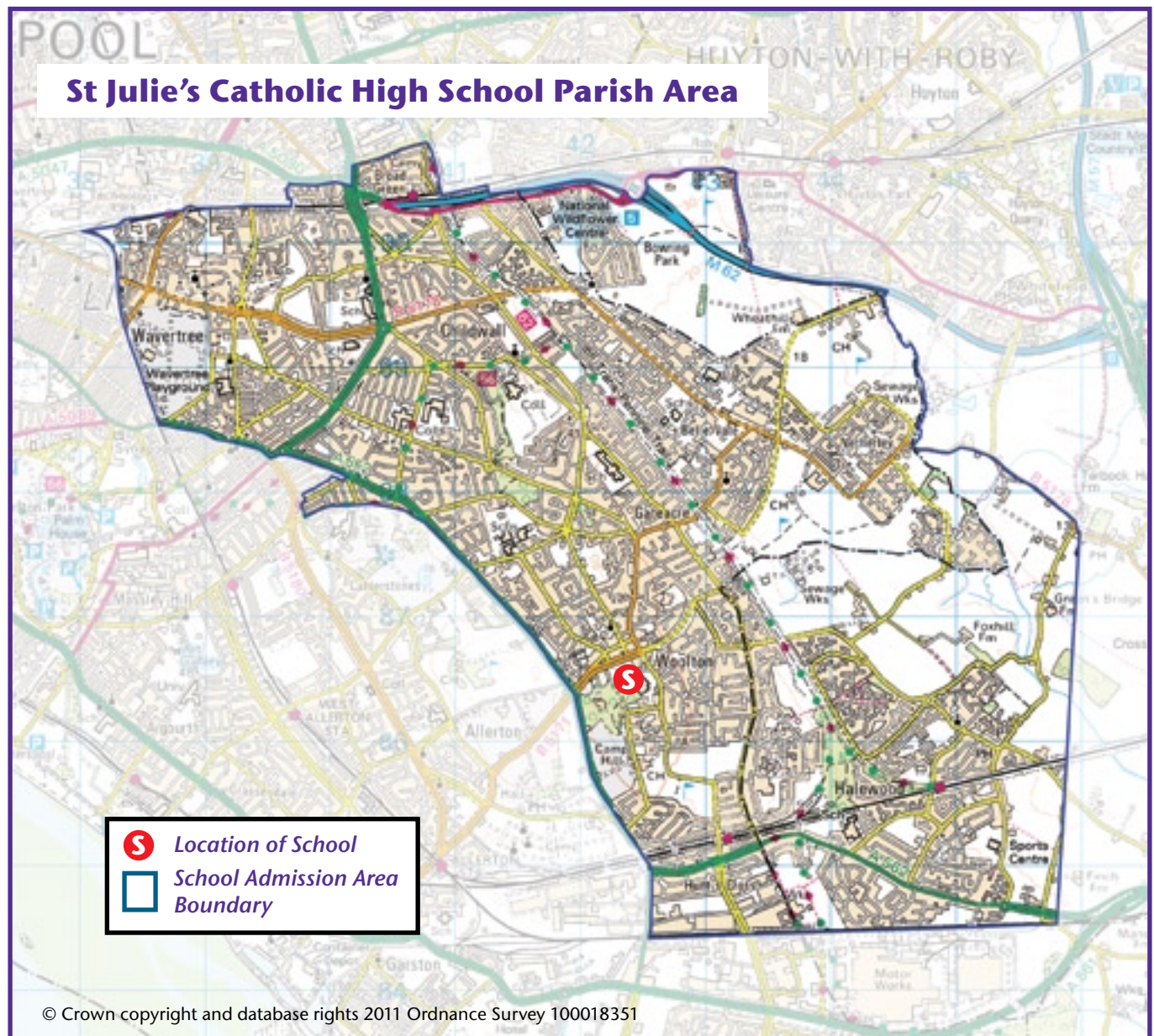
Tel: 428 6421

Head Teacher: Mr T Alderman

Admission Number - 180 Pupils

Total Number of Pupils on Roll January 2011: 1186

E-Mail Address: reception@st-julies.liverpool.sch.uk



Admissions Policy For Admission into Year 7, September 2012

St Julie's Catholic High School, a specialist Language College, is a Catholic Secondary School situated at the heart of the Woolton Conservation Area in the Archdiocese of Liverpool. The Trustees are the Sisters of Notre Dame who have been educating girls in the City for over 160 years.

Applications to St Julie's Catholic High School are part of the co-ordinated admission arrangements operated by Liverpool LA. Parents seeking a place at the school should complete both their Home Local Authority Preference Form and the St Julie's Catholic High School Admission Form. St Julie's Catholic High School must be one of the schools named on the LA Preference Form. The closing date for applications is Monday 31 October 2011.

Secondary Schools Admissions Academic Year 2012/13

The Governing Body has delegated responsibility for determining admissions to its Admissions Committee, which will consider all applications made in accordance with the following criteria without reference to the ability or aptitude of the child.

- 1 St Julie's Catholic High School a specialist Language College is a Catholic Secondary School situated in the Archdiocese of Liverpool, whose Trustees are the Sisters of Notre Dame and is maintained by the Liverpool Local Authority.
- 2 Pupils are granted places in the school by the Governing Body which has legal responsibility of all the admissions to the School.
- 3 Having consulted with the LA and others in accordance with the requirements of the law, the Governing Body has published its admission limit at 180 pupils for the school year commencing September 2012.
- 4 The Governing Body has delegated responsibility for determining admissions to its Admissions Committee, which will consider all applications made in accordance with the criteria set out overleaf without reference to the ability or aptitude of the child.
- 5 Applications to St Julie's Catholic High School are part of the co-ordinated admission arrangements operated by Liverpool LA. Parents seeking a place at the school should also complete the St Julie's Catholic High School Admission Form. St Julie's Catholic High School must be one of the schools named on the LA Preference Form. If the school is oversubscribed, failure to complete the supplementary form may result in your application for a place in this school being considered against lower priority criteria, as the Governing Body will have no information upon which to assess the application on the basis of the applicant's baptism and/or membership of a faith community. The closing date for applications is Monday 31 October 2011.

A copy of the St Julie's Catholic High School Application Form can be obtained either at our Open Evening on Thursday 22 September, on request by post or by contacting the school office on 0151 428 6421.

Admissions Criteria 2012

- 1 Baptised Roman Catholic and non-catholic girls in public care (looked after children) in that order will be given priority without reference to criteria.
- 2 Baptised Roman Catholic girls who have a sibling at the school at the time of admission.
- 3 Baptised Roman Catholic girls.
- 4 Girls of other Christian denominations.
- 5 Girls of other faiths.
- 6 Girls whose parent(s)/guardian(s) express a preference for a place at the school.

OVERSUBSCRIPTION NOTES

Criteria 3 – Girls living within the named 10 parishes and/or who attend one of the 10 Feeder primary schools will be given preference

Parishes

Parish of St Mary
Parish of Our Lady of the Annunciation Bishop Eton
Parish of Christ the King and Our Lady of Good Help

Parish of St John Almond – Our Lady of the Assumption
St Paschal Baylon, St Gregory's

Parish of St John Vianney - St Mark's, Holy Family

St Andrew of the Apostle

Feeder Schools

St Mary's Much Woolton
Our Lady's Bishop Eton
Christ the King and Our Lady of Good Help
Our Lady of the Assumption
St Paschal Baylon
St Gregory's
St Mark's
Holy Family
St Andrew of the Apostle

Secondary Schools Admissions Academic Year 2012/13

Criteria 3 – after the above, Baptised Catholic girls from all pastoral areas will be considered and where a decision is to be made on places measurement/distance will be applied.

Pastoral Areas include:

Liverpool North

All Saints, Our Lady of the Immaculate Conception, Our Lady of Reconciliation, St Anthony, St Francis de Sales, St Francis Xavier, St John the Evangelist, St Michael and Sacred Heart, St Sylvester.

Liverpool South

Our Lady of Mount Carmel, St Hugh of Lincoln, St Anne and St Bernard, St Patrick, St Anthony of Padua, Holy Trinity, St Austin, St Bernadette, St Charles Borromeo, St Thomas Moore, St Vincent de Paul, Cathedral of Christ the King.

Woolton and Halewood

St Ambrose, St Christophers, St John Almond, St John Vianney.

Huyton

St Agnes, St Aidan, St Albert, Stockbridge Village, St Aloysius.

Roby

St Columbas, St Dominic.

Stoneycroft

St Cecilia, St Margaret Mary, St Matthew, St Oswald, St Paul, St Sebastian, St Timothy

Croxteth and Walton

Blessed Sacrament, Holy Name, Our Lady and St Philomena, Our Lady Queen of Martyrs & St Swithin, St Teresa.

Application Notes

Criteria 2 – Siblings – this includes girls who are full, half or step sisters, adopted and foster sisters

Criteria 4 – Other Christian Denominations – Parents/Guardians will have to provide a Baptismal certificate or a letter from a Religious Leader as confirmation of their faith.

Criteria 5 – Other Faiths – Parents/Guardians have to provide a letter from a Religious Leader as confirmation of their faith.

Applications for admissions to Year 8 to 11 and for Year 7 after the beginning of the Autumn Term will be considered according to the above criteria and will be subject to a vacancy in the relevant year group. In the first instance parents/guardians must contact the LA on 233 3006 to request an In Year Transfer application form.

Section 8

Admission To Voluntary Aided Church Of England High Schools

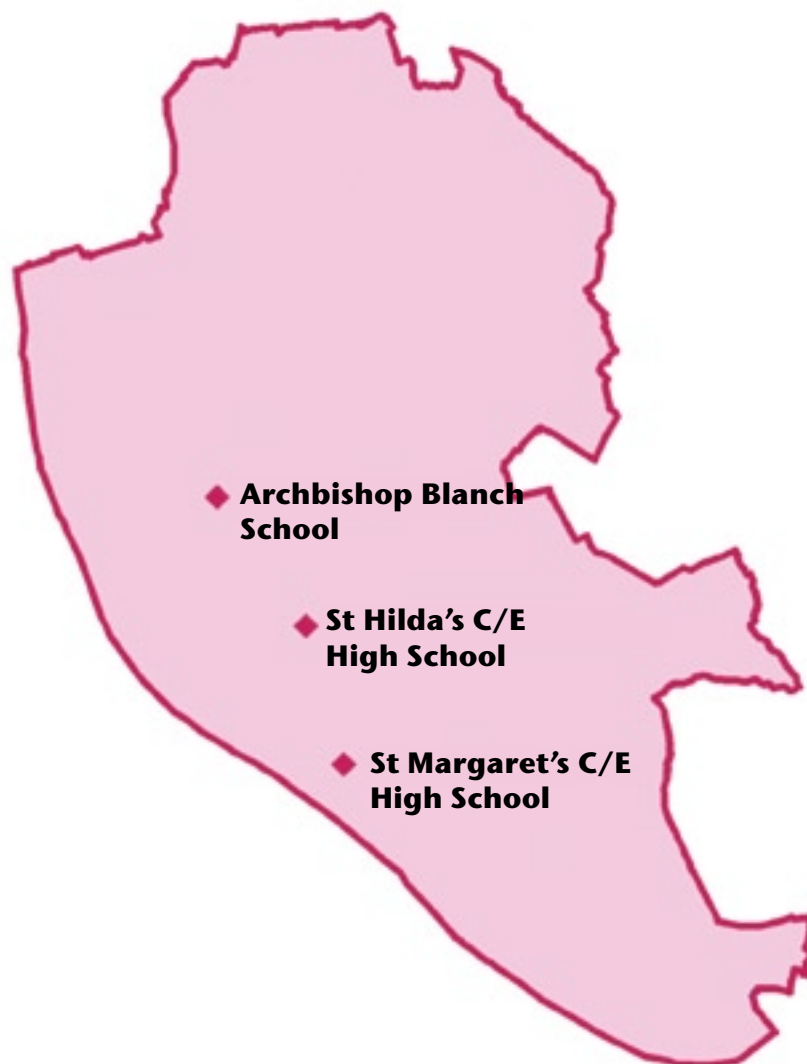
General Information

This section of the booklet details the admission arrangements for Church of England Secondary Schools.

There are three Voluntary Aided Church of England schools. The admission arrangements for each of the schools are determined and operated by the Governing Body of the individual school.

If you wish your child to be considered for a place at one of these schools you should apply directly to the school on the school application form, as well as placing the school as a preference on your home local authority's preference form / common application form.

All schools have agreed to follow the Equal Preference Scheme determined by Liverpool Children and Young People's Service.



ARCHBISHOP BLANCH CHURCH OF ENGLAND HIGH SCHOOL (Girls)

Mount Vernon Road, Liverpool, L7 3EA

Tel: 709 1452

Head Teacher: Miss J Griffiths

Admission Number: 140 Pupils

Total Number of Pupils On Roll January 2011: 935

E-Mail Address: admin@blanch.org.uk

Admissions Policy for entry from September 2012

Archbishop Blanch School is a Voluntary Aided Church of England School. Girls are admitted to Year 7 at the age of 11, and boys and girls to Year 12 at the age of 16.

How many pupils will be admitted?

Each year 140 girls are admitted to Year 7. Places are awarded in the following categories:

Category A1: Church of England Children in Public Care allocated as required

Category A2: Non Church of England Children in Public Care allocated as required

Category B1: Christian applications* 107 places

*A Christian application is considered to be from families attending any Church in membership with, or sharing the statement of belief of Churches Together in Britain and Ireland, or in full sympathy with its Trinitarian stance.

Category B2: Non-Christian applications (sub-divided as follows): up to 9 places

 B2a Muslim up to 7 places

 B2b Other World Faith up to 2 places

Category C: i: Applications for those with an aptitude in Music up to 10 places

 ii: Applications for those with an aptitude in Art up to 4 places

Category D: Medical/Social applications up to 10 places

* Any places not allocated with categories B2 – D will increase the number of Christian places

Category E: All other applicants whose parents have expressed a preference for the school

Parents may apply for a place for their daughter under more than one main category if they choose. However they may only apply for one sub-category within each category.

Parents wishing to apply for an aptitude place (Cat C) must submit their aptitude forms by the 6th September 2011. The result of the test sent at the beginning of October will enable parents to make an informed decision before they submit the Local Authority and Archbishop Blanch School Application Forms.

Parents with a child who has a statement of educational needs, should refer to the medical/social guidelines.

The closing date for all categories of applications to be received at Archbishop blanch school is 31 October 2011. Offer letters will be posted to parents by the Local Education Authority on 1st March 2012.

Late Applications: You should be aware that submitting a late application could reduce your chance of gaining a place at your preferred school.

Who will get the places in each category?

The Governors will offer places to pupils whose parents have filled in both the Archbishop Blanch Application form and named Archbishop Blanch School as one of the three schools on the Local Authority Form. In the event of more pupils applying in each category than there are places, the following over-subscription systems will be used to decide who gets the places.

Children in Public Care qualify for entry.

Christian Applications

Information will be gathered from parents and an appropriate official of religion. A points system will be used to score each application form. If, and only in exceptional circumstances, an applicant cannot obtain written confirmation of attendance at church from a minister or religious leader, the governors will accept the parents'/carers' self certification of their family's church attendance on this form. In this instance, you are encouraged to submit as much supporting evidence as possible e.g. certificate of reception into the church, baptism, communion, altar server certificates, or letters of support from Sunday School or Little Church, etc. Should two or more girls secure exactly the same number of points in each of the areas where points are awarded, the selection tie-break as to which girl(s) are offered a place will be by proximity of the home address to the school, as measured by the Local Authority's Geographic Information System.

Other World Faith applications

Information will be gathered from parents and an appropriate official of religion. A points system will be used to score each application form. Should two or more girls secure exactly the same number of points in each of the areas where points are awarded, the selection tie-break as to which girl(s) are offered a place will be by proximity of the home address to the school, as measured by the Local Authority's Geographic Information System.

Muslim applications

Information will be gathered from parents and an appropriate official of religion. A points system will be used to score each application form. Should two or more girls have secured exactly the same number of points in each of the areas where points are awarded, random selection will be used by a draw (supervised by an independent member of the Local Authority) to determine which girl(s) is/are offered a place.

Academic applications

Tests will be used to determine whether or not aptitude in Music or Art has been demonstrated. Pupils who have not shown aptitude will be considered under other appropriate criteria i.e. faith, medical/social, expressed interest.

Should girls achieve identical scores (in the test for Art, or audition for Music), any points awarded under the religious criteria (if an application has also been made under this category) will determine who is admitted, with higher scores having priority over lower scores, and with Christians given priority over Non-Christian Faith applicants. In the event that we are unable to separate different applications, the selection tie-break as to which girl(s) are offered a place will be by the nearest proximity of the home address to the school, as measured by the Local Authority's Geographic Information System.

Tests and auditions will be conducted in September and parents will receive the results in early October 2011.

Medical/Social applications

Places will be offered firstly to girls who can demonstrate that Archbishop Blanch School is the only school that can meet their needs, and secondly to girls who can demonstrate that Archbishop Blanch School is the best-placed school to meet their needs. Applicants must demonstrate either of these statements is true through a standard reference (on the appropriate school form) from a qualified professional such as a social worker, doctor or specialist, who should also state why other schools cannot provide the appropriate support for the child; however no places will be awarded under this category (under any circumstances) unless they are supported by such a reference. Once applicants have demonstrated that the statements above are true, selection will be considered according to the recommendation of the qualified professional (e.g. social worker, doctor or specialist).

Places will be offered to any girl who is in possession of a statement of educational needs which names Archbishop Blanch School, following consultation with the Local Authority.

Other Applications

All other applicants whose parent(s) have expressed a preference for the school will be considered for any unfilled places in the above categories.

The Governors will offer places in category order:

Children in Public Care (Cat A1/2); Christian Faith (Cat B1); Non-Christian Faith (Cat B2); Aptitude (Cat C); Medical/Social (Cat D) and, finally, those who have expressed a preference for entry to the school (Cat E).

What if there are places left in a Category?

- If Christian places are left unfilled any surplus places will be transferred to the Medical/Social Category
- If Non-Christian Faith, Aptitude or Medical/Social places are left unfilled, any surplus places will be transferred to the Christian Category
- If, after all the above, places are left unfilled, (for instance, applicants fail to meet the minimum requirements in a given category), all remaining places will be allocated by proximity of the home address to the school, as measured by the Local Authority's Geographic Information System, to those applicants who have expressed a preference for entry.

How can I apply for a place in the Sixth Form?

Each year up to 140 students (of both sexes) are admitted to Year 12 at the age of 16, up to 40 of whom may be external applicants. Places are awarded on the basis of academic suitability for the courses that will run rather than on religious commitment, using criterion that is published in the attached Appendix and the Sixth Form Prospectus. Students coming into Sixth Form from Year 11 in Archbishop Blanch School are given priority over students from other schools and will be accepted, provided that they have demonstrated their support for the ethos of the school and for whom a suitable course is available. GCSE results will be used as an over-subscription criterion should this prove necessary. For A level courses pupils with the highest average GCSE grades will be admitted. For Level 2 courses students most closely matching the published criteria will be admitted.

What happens if I am refused a place?

In the event of parents being refused a place for their child, they have the right of appeal to an independent panel. Information explaining how to appeal will be sent to unsuccessful applicants on request or can be downloaded from www.abblanch.com

Can I apply for admission part-way through a school year?

As from September 2010 Co-ordinated Admissions Arrangements via the Local Authority have been adopted by schools in Liverpool for in-year applications. If you wish to apply for a transfer to a Year Group between Years 7 – 11 you should contact the Local Authority to register your interest.

Allocation Of Points For Faith Applications

- The term 'parent' in this context is considered to be a parent, grandparent or legal guardian of the girl in question.

Christian applications

The scoring system below will be applied separately to the child and parent* and will take account the attendance over a four year period at Church/Sunday School.

	<i>Max points available</i>
Child's attendance at weekly worship in 2011	12
Parental attendance at weekly worship in 2011	9
Child's attendance at weekly worship in 2010	9
Parental attendance at weekly worship in 2010	6

Secondary Schools Admissions Academic Year 2012/13

Involvement of the family in Church life beyond simple attendance at weekly worship	3
Attendance of both parent and child at weekly worship (at least fortnightly) in 2009	5
Attendance of both parent and child at weekly worship (at least fortnightly) in 2008	5
Anglican applicants	1
Total points	50

Muslim applications

The score will be taken from the parent* with the highest grade for attendance at the Mosque over a three year period

	<i>Max points available</i>
Male daily attendance at the Mosque during 2011/ Female weekly attendance at the Mosque during 2011	9
Male daily attendance at the Mosque during 2010/ Female weekly attendance at the Mosque during 2010	5
Male daily attendance at the Mosque during 2009/ Female weekly attendance at the Mosque during 2009	5
Sub-total	19

The scoring system below will be applied to the girl's attendance at Madrassa over a three year period

	<i>Max points available</i>
80% attendance during 2011	12
80% attendance during 2010	9
Degree of involvement in the Madrassa over the above period	3
Attendance at least fortnightly during 2009	5
Sub-total	29
Total Points For Sunni Muslims	48
Total Points For Shia Muslims** (see below)	19

** The governors recognise that for Shia Muslims no Madrassas are available in Liverpool. Parents must provide a written letter to this effect from the leader of the Mosque.

Secondary Schools Admissions Academic Year 2012/13

Other World Faith Applications

The score will be taken from the parent* with the highest grade for attendance over a four year period
Max points available

Parental attendance at weekly worship in 2011	9
Involvement of the family at the place of worship beyond simple attendance at weekly worship	3
Attendance of both parent and child at weekly worship (at least fortnightly) in 2010	5
Attendance of both parent and child at weekly worship (at least fortnightly) in 2009	5
Attendance of both parent and child at weekly worship (at least fortnightly) in 2008	5
Total	27

ST HILDA'S CHURCH OF ENGLAND HIGH SCHOOL (Girls)

Croxteth Drive, Sefton Park, Liverpool, L17 3AL

Tel: 733 2709

Head Teacher: Mrs E Benson

Admission Number - 129 Pupils

Total Number of Pupils on Roll January 2011: 841

E-Mail Address: info@st-hilda's.com

St. Hilda's is a Christian school founded within the Church of England and admits girls on this basis. Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership at parish and diocesan level. 15% of the intake, that is 19 places, is offered on the basis of academic ability.

How do I apply for a place for my daughter at St. Hilda's?

Application forms may be obtained from the school on and after the Open Day to be held on Monday 11 July 2011. These forms must be returned to the school by the closing date of Friday 31st October 2011. In addition, under the system of co-ordinated admissions arrangements, parents must complete a local authority preference form and return it to their daughter's primary school. St. Hilda's must be entered as a preference on this local authority form which is contained in the booklet distributed to all Year 6 pupils. Parents applying to St. Hilda's must complete both these forms.

The admission number of girls to be admitted to the school in September 2012 is 129.

Application to St. Hilda's is open to all girls living in Liverpool Diocese. Each girl is considered as an individual without recourse to any siblings currently in St. Hilda's. There are several admissions routes into Year 7. A girl may apply under more than one route

Should a tie breaker be needed for or within admissions routes B, C and D for girls of equal scores then the straight line distance (measured on the Local Authority computerised measuring system) from the front door of the girl's permanent home to the front door of St. Hilda's CE High School will be used. The shortest distance will have the first priority.

Admission Routes

Route A: Statement of Special Educational Needs

A place will be offered to any pupil who is in possession of a statement of special educational needs which names St Hilda's following consultation with the Local Authority. Any candidate admitted in this category will reduce the number of places available in Route C.

Route B: Special Consideration

- a. Looked after children, irrespective of faith background
- b. Exceptional medical/social needs,

'Exceptional Medical need' means that the child's health and welfare would be best served if they attended the school. Parents would need to provide medical evidence in the form of a letter or report from a doctor to support their case. They would have to establish that the school was the best/only school to serve their child's needs. They would also need to state why other schools could not provide the appropriate support for their child.

'Exceptional Social Need' means that the child's welfare would be best served if they attended the school. Parents would need to provide medical evidence in the form of a letter or report from a social worker or other professional in the area of children's welfare to support their case. They would have to establish that the school was the best/only school to service their child's needs. They would also need to state why other schools could not provide the appropriate support for their child.

Note: Routes A and B are not subjected to a points system and candidates will be admitted without regard to the number of places available.

Route C: Christian

Subject to the number of places allocated to SEN and special consideration candidates (Routes A and B) St. Hilda's admits 105 Christian pupils, and then 5 pupils of other world faiths according to religious criteria. If places are offered for SEN pupils in Routes A or B it will reduce the number of places available in Route C.

If you apply under Route C please read the criteria carefully before completing the form. Make sure that you meet the criteria in respect of your involvement in the life and worship of your Church. When you complete the form make sure that you give full and accurate answers. If your Church does not have organisations or groups you could be involved in, make sure that you state this on the form. When you have completed the form take it personally to your vicar/minister/priest. You should provide a stamped envelope addressed to the Clerk to the Governors/Admissions Panel at the school and ask your vicar/minister/priest to return it to the school as soon as possible, before the closing date.

In exceptional circumstances if an applicant cannot obtain written confirmation of their attendance at church from a minister or religious leader, the governors will accept the parents/carers' self certification of their family's church attendance. The School Admissions Code allows schools to withdraw the offer of a school place if parents/carers gave fraudulent or intentionally misleading information and the governors reserve the right to verify information given to them by applicants.

Where applications for admission exceed the number of places available, the following criteria will be applied using a points system to decide which girls will be offered a place.

Religious criteria ranked by the points system (given at the end of the section)

Christian applicants – child

- (a) Children who are regular worshippers in Anglican Churches
 - (b) Children who are regular worshippers in other Christian Churches*
- (Regular worship is deemed to be weekly attendance at Church/Sunday School.)

Christian applicants – parent / grandparent

The involvement of parent / grandparent in the life and worship of the Church.

A written reference from the family's Vicar/Minister/Priest will be required to help establish the degree of involvement of the child and parent / grandparent.

- (a) Parent(s) / grandparent(s) who are regular worshippers in Anglican Churches
 - (b) Parent(s) / grandparent(s) who are regular worshippers in other Christian Churches*
- (Regular worship is deemed to be weekly attendance at Church)

* The Governors have defined Christian Church as being any Church in membership with, or sharing the statement of belief of, Churches Together in Britain and Ireland or in full sympathy with its Trinitarian stance (www.ctbi.org.uk).

Route D: Other World Faiths (5 places)

Children of other world faiths who are regular worshippers confirmed by the faith leader. If there are more applicants in this category than places available, a tie break based on the straight line distance (computerised measuring system being provided by Liverpool Authority) from the front door of the girl's home to the front door of St. Hilda's CE High School will be used. The shortest distance will have the first priority.

All other applicants whose parents express a preference for the school.

Route E: By examination and application form 19 places.

If there are insufficient applicants to fill the places available in Route E, places will be allocated to Christian applicants.

The admissions examinations will take place in St. Hilda's School Hall on Saturday 24 September 2011 starting at either 10.00am or 1.00pm. If you wish your daughter to sit the admissions examinations please inform the school in writing by noon on Wednesday 14 September 2011 giving her full name, date of birth, home address and home telephone number together with emergency contact details applicable for the coming Saturday.

Secondary Schools Admissions Academic Year 2012/13

19 places will be filled by those girls who secure the highest examination results in the Admissions examinations.

Admissions Administration

Your application will be acknowledged, usually by post or e-mail.

Late applications

All applications sent in by the closing date will be dealt with at the same time. St. Hilda's is able to provide parents with the results of tests sat on Saturday 24 September 2011 prior to the closing date for admissions.

Late applications will normally be dealt with after those received on time. You should be aware that a late application could reduce your chance of gaining a place at St. Hilda's CE High School.

In some cases when an application is submitted after the closing date but before the allocation date it may be considered alongside those applications which were received on time where there is, in the view of St. Hilda's Governors, an acceptable reason for the late submission of the preference form.

Waiting list

The school will operate a waiting list until the end of the academic year 2012/13. Applicants will be placed in accordance with the points scored.

Allocation of points for the Christian Routes

The scoring system below will be applied separately to the child and to the parent(s) or grandparent(s) with the most involvement/commitment to the life and worship of their church and will take into account variability of Church/Sunday School attendance year on year.

The maximum possible score for attendance would be 60 points for three years' weekly attendance at an Anglican church. The maximum possible score for other Christians would be 48 points for three years' weekly attendance. The minimum score would be 0 for Anglicans and other Christians for no attendance at any church.

1 year's attendance	Anglican	Other Christians
Weekly attendance	20	16
Attendance 3 times/month	15	12
Fortnightly	10	8
Monthly	5	4
Occasionally	2	2
Never	0	0
2 years' attendance		
Weekly attendance	40	32
Attendance 3 times a month	30	24
Fortnightly	20	16
Monthly	10	8
Occasionally	4	4
Never	0	0
3 years' attendance		
Weekly attendance	60	48
Attendance 3 times a month	45	36
Fortnightly	30	24
Monthly	15	12
Occasionally	6	6
Never	0	0

In addition to the points awarded for church attendance points will be awarded for the following:

- Attendance for more than 3 years at least on a monthly basis scores 5 points.
- Each voluntary associated/religiously related church activity is 1 point to a maximum of 5 points.
- A clergy reference provides a maximum of 4 points, on the basis of "There is very strong (4 points) strong (3 points) reasonable (2 points) little (1 point) no (0 points) evidence of parent/family commitment to the life, work and witness of the church."

ST MARGARET'S CHURCH OF ENGLAND HIGH SCHOOL (Boys)

Aigburth Road, Liverpool, L17 6AB

Tel: 427 1825

Head Teacher: Dr D Dennison

Admission Number: 150 Pupils

Total Number of Pupils on Roll January 2011: 1019

E-Mail Address: stmargaretshigh@merseymail.com

How do I apply for a place for my son at the school?

Application forms may be obtained from the school on and after the Open Evening 2011 (see below) and must be returned to the school by the Closing Date (see below). The admission number of boys admitted in September 2012 by the Governing Body will be 150.

You may apply for a place for your son under two Categories, A and/or B. It is acceptable to apply under one or both categories.

You must also name St Margaret's on your Local Authority Preference Form.

Selection will be based on the information given on the application form.

Please return the postcard provided for acknowledgement of receipt of your application.

The Admissions Committee of the Governing Body (selectors) will select the 85% of the intake as set out below and also the 15% on the basis of examination performance. If it is not possible to admit 15% under Category B, the surplus places will be automatically transferred to Category A.

The selectors will establish a reserve list, ranked according to the admission policy, to cover any vacancies which may arise from offers not being taken up in both categories. The reserve list will be kept until the end of September in the year of admission.

Where the selectors find it impossible to differentiate between applicants using the Selection Procedure described above and there are more applicants than places available they will apply the distance criteria (tie-breaker) as laid down in the Admission Criteria (see below).

Timetable for Admissions

1	Open Evening	Thursday 30th June 2011
2	Closing Date for Examination Registration Form	Friday 9th September 2011
3	Entrance Examination	Saturday 24th September 2011
4	Entrance Examination Results sent to parents	Friday 14th October 2011
5	Closing date for St Margaret's application Forms	Friday 4th November 2011
6	Outcome letters from Local Authority sent to parents	March 2012
7	Appeals	June 2012

Admissions Procedure

The number of places available for admission to Year 7 in the year 2012 will be a maximum of 150. The Governing Body will not place any restrictions on admission to Year 7 unless the number of children for whom admission is sought exceeds this number. Parents of boys not offered a place may appeal, and information about this is sent to all unsuccessful candidates on request.

For Church Application under Category A, the Parent/Carer who is most likely to achieve the highest score should complete the Application Form and sign it.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and allocates places according to its policy. In the event that there are more applicants than places, the Governing Body will allocate places using the following criteria, which are listed in order of priority:

Category A Church Admission Policy. 85% Of Intake Which Is 128 Boys

- 1 Looked After Children from Church of England families will be prioritised first and then non-Church of England Looked After Children.
- 2 Boys with exceptional Medical/Social Needs. Parents/guardians would need to provide medical evidence in the form of a letter or report from a doctor to support their case. They would have to establish that the school was the best/only school to serve their child's needs. They would also need to state why other schools could not provide the appropriate support for their child.
- 3 Points for Church Commitment: Children of families who can demonstrate a commitment to the Church of England or a branch of the Christian Church affiliated to Churches Together in England (or in full sympathy with its Trinitarian stance - see below for details). In oversubscription the pointing system that is applied takes into account applicants' denomination, full membership, length of worship, frequency of worship, child's involvement, attendance at a Diocesan primary, or who attend a non-church school but reside within the parishes of St. Anne's Parish, Aigburth, Liverpool, All Hallows Parish, Allerton, Liverpool, St. Matthew & St. James Mossley Hill, Liverpool, St. Michael's-in-the-Hamlet, Toxteth Park, Liverpool and St. Mary's Grassendale, Liverpool and Vicar's/Minister's ratification. You can check your parish boundary at www.achurchnearyou.com/parishmap

Children of Roman Catholic families: See the section 'Roman Catholic Applicants' Page 4

- 4 Children whose families profess a non-Christian World Faith.
- 5 All other applicants whose parents have expressed a preference for the school

Distance criterion (tie-breaker – applies to criteria 1, 2, 3, 4 & 5) If a situation occurs where there are more applicants with the same total of Church Points than there are places available, distance from home to school will be used to decide which boys are admitted. The distance will be measured by the shortest suitable walking route from the boy's permanent home address to the main entrance of the school. Those boys living closest to the school being given preference.

Category B Examination Admission Policy 15% Of Intake Which Is 22 Boys.

- 1 Children with academic ability as determined by the Entrance Examination to a maximum of 22.

Distance criterion (tie-breaker) - If a situation occurs where there are more boys with the same examination results than there are places available, distance from home to school will be used to decide which boys are admitted. The distance will be measured by the shortest suitable walking route from the boy's permanent home address to the main entrance of the school. Those boys living closest to the school being given preference.

Details of Admissions under Category 'A' - Church

1 Diocesan School/Close Proximity (6 Points Maximum)

a) Church of England children attending one of the Diocesan Church of England Primary Schools. A list of qualifying schools can be found at www.liverpool.anglican.org or

b) Church of England children attending a non-church school but residing within the parishes: St. Anne's Parish, Aigburth, Liverpool, All Hallows Parish, Allerton, Liverpool, St. Matthew & St. James Mossley Hill, Liverpool, St. Michael's-in-the-Hamlet, Toxteth Park, Liverpool and St. Mary's Grassendale, Liverpool. Applicants must provide confirmation from their Vicar/Minister. The Governors may seek further confirmation of home address by requesting sight of a council tax bill, utility bill or bank statement header.

2 Denomination (10 Points Maximum)

Where "church" is referred to in the criteria, the Governors recognise any branch of the Christian Church affiliated to Churches Together in Britain and Ireland (or in full sympathy with its Trinitarian stance). If in doubt please consult one of your church leaders. For contact details see website www.ctbi.org.uk. Where there are two parents the applicants should decide which parent would provide the highest points score in making the application and completing the denomination and church commitment sections. The special arrangements for Roman Catholic admissions are described on Page 4.

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Name of parent selected for Denomination and Church Commitment sections must be given

Denomination of parent in most regular attendance	Points
Anglican (CE)	10
Other Members of Churches Together in Britain and Ireland (Not RC)	8

3 Church Commitment (14 Points Maximum)

Points may be awarded for the parent who is thought to attract the highest points score.

Commitment of parent in most regular attendance	Parent
Electoral Roll Member (or equivalent)	6
Worship Length 10+ Years	3
Worship Length 5-9 Years	2
Worship Length 0-4 Years	1
Worship regularity Weekly over the last 2 years	5
Worship regularity Fortnightly over the last 2 years	3
Worship regularity Monthly over the last 2 years	2
Worship regularity Occasionally over the last 2 years	1
Sunday worker with documentary evidence.	1

4 Child's Church attendance (10 Points Maximum)

Points are awarded for your son's 'frequency of worship' at your present church between 2009-2011. Attendance weekly, 5 points, fortnightly 3, monthly 2, occasionally 1.

5 Child's involvement in the Church (10 Points Maximum)

Church organisation(s) to which the boy belongs are allocated points according to his degree of involvement over two years or more. Points are allocated according to the regularity of the involvement; weekly 4 points, fortnightly 3, monthly 2, or occasionally 1. Anglican Cathedral Choristers score 10 points and Church Choristers score 8 points. To qualify activities should be current, for more than one year and ratified by the Vicar/Minister. Ten points is the maximum score for this section.

Vicar/Minister's Ratification

The Governors require that the information given by parent for the purpose of pointing, in the event of oversubscription, is ratified by the applicant's vicar/minister.

Completed School Application Form

When you have completed the Application Form take it personally to your vicar/minister. You should provide a stamped addressed envelope addressed to the Clerk to the Governors (Admissions Committee) and ask your vicar/minister to return it to the school as soon as possible before the closing date.

Roman Catholic Applicants – Under Category A the Governors give a lower priority to Roman Catholic families because they have access to their own denominational schools. If the Governors are not able to fill the available places using criteria 1, 2 and 3, the remaining Category A places will first be offered to Roman Catholic applicants. For a child to be considered as a Catholic, evidence of a Catholic Baptism or reception into the Church will be required. In the event of competition the distance 'tie break' criteria will be applied.

World Faiths – Under Category A the Governors give priority to those families that profess a Christian faith. If the Governors are not able to fill the available places using criteria 1, 2 and 3, and Roman Catholic, the remaining Category A places will then be offered to other World non-Christian faiths before those of no religious faith. Non-Christian applications will not be awarded points and in the event of competition the distance 'tie break' criteria will be applied.

Details of Admissions under Category 'B' - Examination

If Category B is oversubscribed the following criteria are applied to decide which boys to admit:

- 1 15% of the intake, 22 boys, will comprise those boys who secure the highest examination results in the Entrance Examination
- 2 In the event of any of the above places not being accepted, then boys on the reserve list with the next best examination results will be offered a place.

Secondary Schools Admissions Academic Year 2012/13

- 3 If a situation occurs where there are more boys with the same examination results than there are places available, distance from home to school will be used to decide which boys are admitted. The distance will be measured by the shortest suitable walking route from the boy's permanent home address to the main entrance of the school. Those boys living closest to the school being given preference.
- 4 If it is not possible to admit 15% under Category B, the surplus places will be automatically transferred to Category A

The Entrance Examination will be held in September before the year of entry and parents should receive the outcome of these tests in advance of the closing date for applications to schools and also in advance of the submission dates for the Local Authority Preference Form.

All applicants under this Category should complete Category B and return the application form directly to the school.

Those applying under Category 'A' as well should pass the form to their vicar/minister.

You must also send the Examination Registration Form directly to the school to arrive no later than two weeks before the examination.

Applicants will receive a letter from the school giving all relevant information regarding the Entrance Examination. Parents who consider their son(s) to have additional educational needs should write to the Entrance Examination Co-ordinator, Mrs C. Roberts, at the earliest opportunity and in any event, no later than one week before the examination in time to meet and discuss the evidence required of their son's needs and suitable arrangements for his examination. No special arrangements can be made on the day of the Entrance Examination.

Guidance notes for applicants

- 1 Priority will be given to boys who live in the Diocese of Liverpool before those who reside outside of the Diocese. Applicants must fulfil the admission's criteria regardless of the LA area in which they at present reside.
- 2 The LA Preference Form – St Margaret's must be named on your Local Authority Preference Form, if this is not done your St Margaret's application will be invalid. St Margaret's serves five Local Authorities within the Diocese and is the only Anglican boys' school.
- 3 Sunday working – The selectors take into consideration that some parents are involved in work which has to be carried out on a Sunday. Documentation will be required to confirm that Sunday working is unavoidable and a maximum of one additional point may be awarded to the family. Only the parent completing Section A qualifies.
- 4 Late applications - arriving after the closing date, with a communicated valid reason for being late, will be considered with applications received on time. Late applications submitted after the closing date but before the allocation date may be considered alongside those applications which were received on time, where there is, in the view of the admission authority, an acceptable reason for the late submission of the form. Late Examination applicants – If there are exceptional documented circumstances why a boy cannot sit the Entrance Exam the school should be notified and the governors will consider offering him an opportunity to sit the examination in the following week. Once these exams are over it is not possible to offer further dates. You should be aware that a late application could reduce your chance of gaining a place at your preferred school.
- 5 Address of the pupil - The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parent should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. The Governors may seek further confirmation of home address by requesting sight of a council tax bill, utility bill or bank statement header.

- 6 Fraudulent application - When the Governing Body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the Governing Body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.
- 7 Appeals -Parents of boys not offered a place may appeal, and information about this is available on request from the school.

How will I know that my son has been offered a place at the school?

The School will ensure that parents of boys sitting the examination are informed of the outcome of the entrance examination before they make their application to other schools on the Local Authority's Preference Form.

In March offer letters informing parents of the school they have been allocated will be sent directly to parents from the Local Authority.

If your son is offered a place then you should inform the school by return of post in accordance with Local Authority requirements whether you accept or not.

If your son is refused admission to your preferred school you have right of appeal against the decision to an Independent Appeal Panel. Information on appeals is available from the school.

If you accept a place at the school you will receive information, in June, regarding the induction process to the school.

Sixth Form Admissions Policy 2012

With your son's long term interest in mind the following policy is provided for your information:

Each year, up to 140 students in total are admitted to Year 12 at the age of 16, of whom we welcome up to 40 external applicants. All candidates are treated equally and are offered a consultation to ensure that they are matched to the courses that will most likely lead to their future success. Admission requirements for each course at either Level 2 or Level 3 are to be found in the subject details published by each department. Where a course is oversubscribed GCSE results will be used and students with the best GCSE results, most appropriate to the course will be admitted.

Students from schools not associated with St. Margaret's are therefore welcome to apply. St. Margaret's has a mixed Sixth Form and welcomes applications from both young women and men.

Parents of students not offered a place may appeal, and information about this is available on request from the school.

Section 9

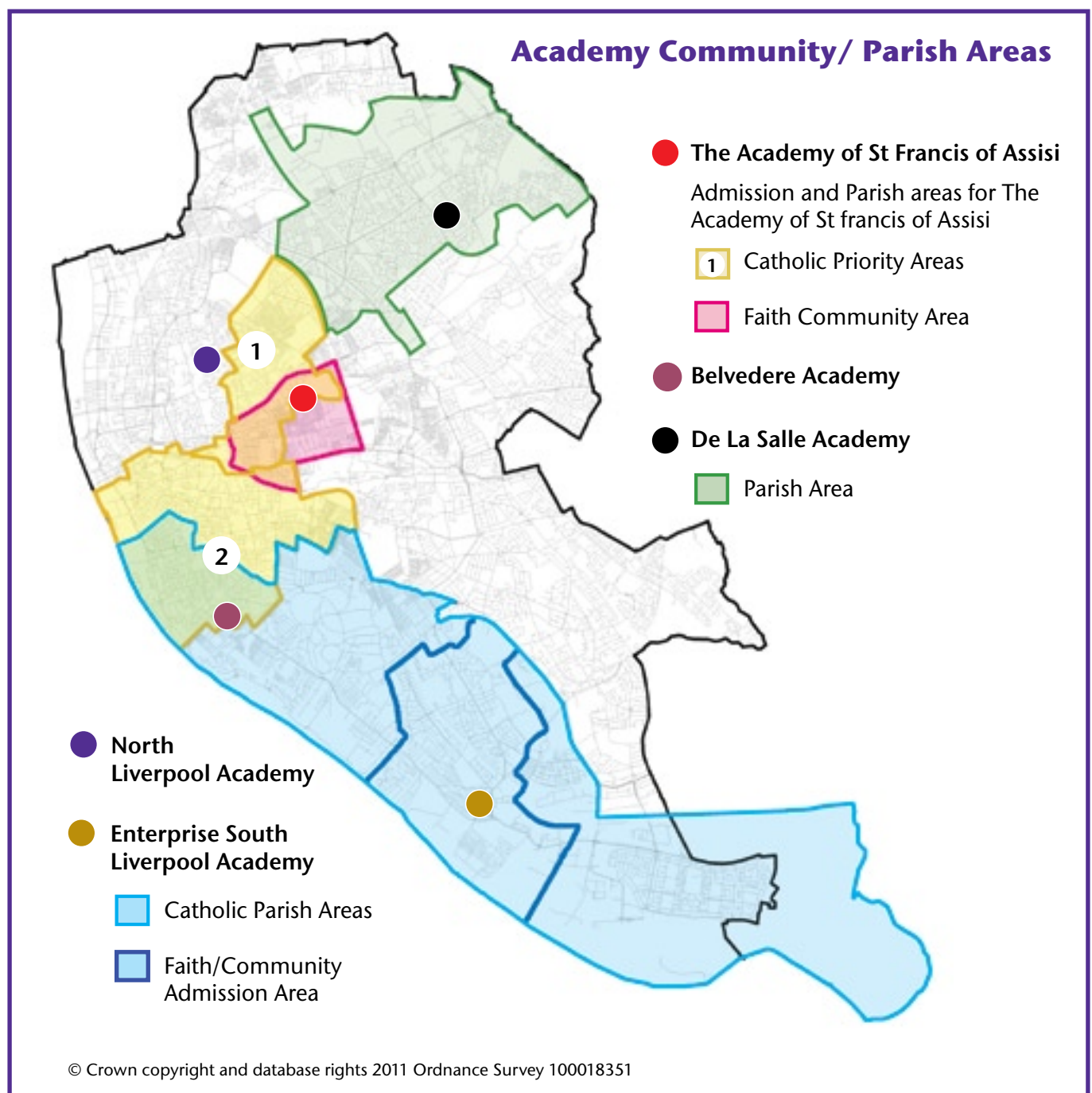
Academies

General Information

This section of the booklet details the admission arrangements for The Academy of St Francis of Assisi, The Belvedere Academy, De La Salle Humanities College, The Enterprise South Liverpool Academy and The North Liverpool Academy.

If you wish your child to be considered for a place at one of the academies you should apply directly to the academy as well as placing the academy as a preference on their home local authority's Preference Form / Common Application Form.

Academies are publicly funded schools managed through a Trust Board and directly responsible to the Department for Education. All academies have agreed to follow the Liverpool Children and Young People's Service co-ordinated admission arrangements.



THE ACADEMY OF ST FRANCIS OF ASSISI (Mixed)

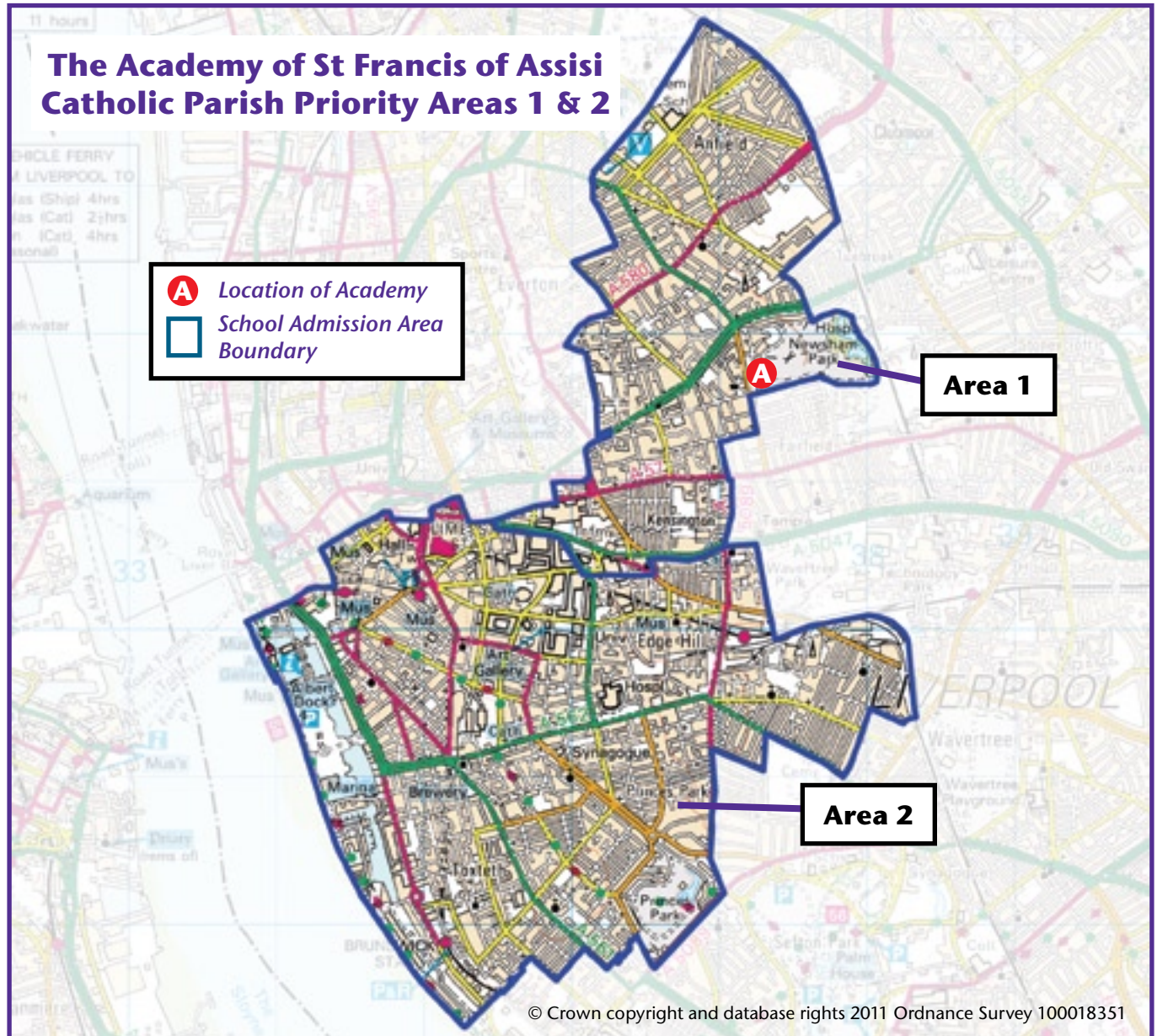
Gardners Drive, Liverpool, L6 7UR

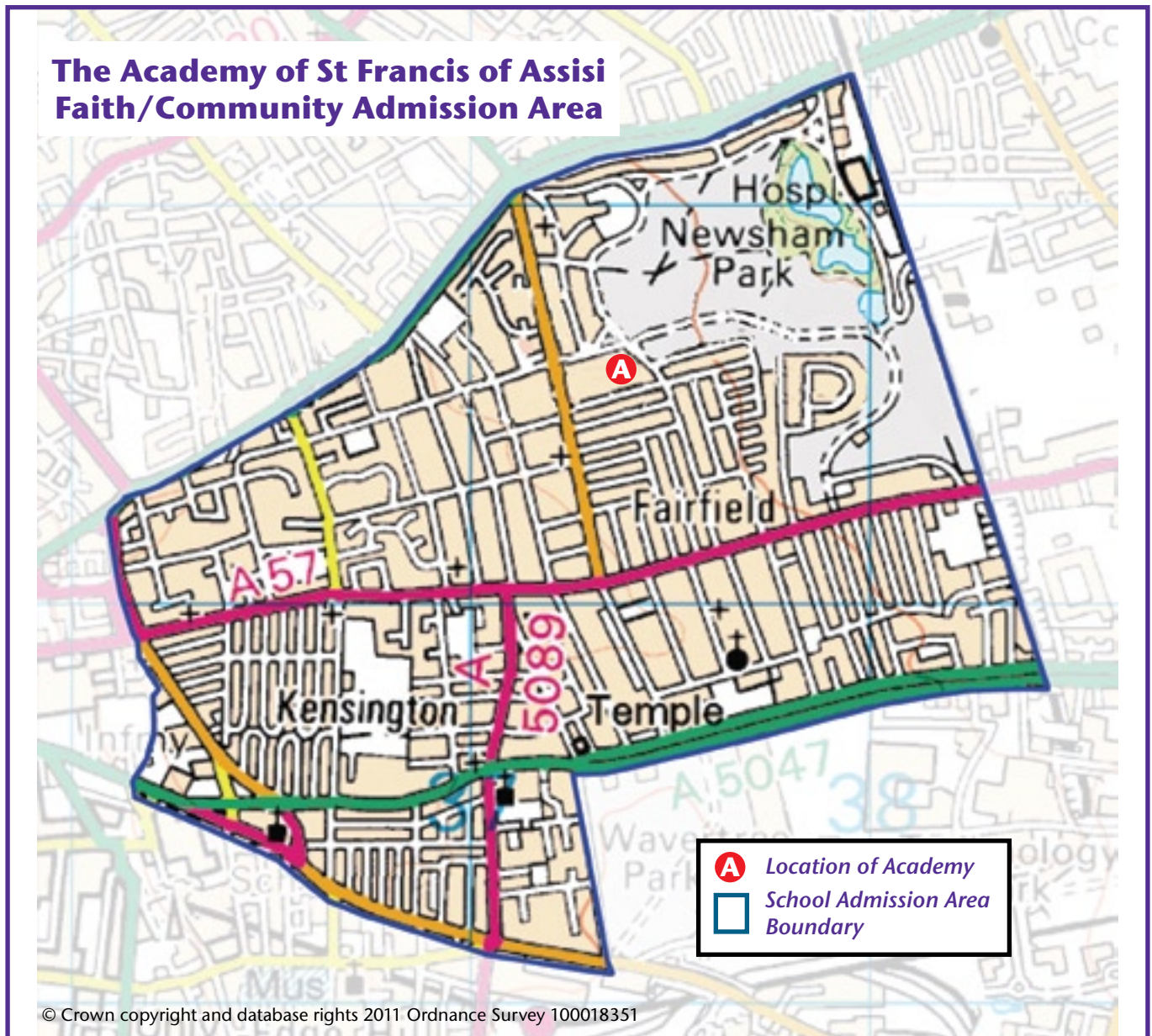
Tel: 260 7600

Head Teacher: Mr D McNiffe

Admission Number - 180 Pupils

E-Mail Address: rossiterd@theacademy-sfa.co.uk





All applications will be considered in line with the co-ordinated admission scheme determined by Liverpool Children's Services. Where fewer than 180 applications are received the Academy will offer places to all those who have applied.

Where the number of applications for admissions is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs where the Academy of St Francis of Assisi is named on the statement, the criteria will be applied in the order in which they are set out below:

- (a) Children in public care.
- (b) Children with professionally supported medical or social need for a place in the Academy, as determined under arrangements agreed and published by the Governors of the Academy.
- (c) Children in the normal admission areas (please refer to maps) as agreed by the Church of England Diocese of Liverpool and the Catholic Archdiocese of Liverpool. Places will be offered from Sector 1 and Sector 2 in parallel according to the following criteria.

Secondary Schools Admissions Academic Year 2012/13

Following the admission of any special case (see a, b or c above) places will be allocated to Sector 1 and Sector 2 (below) in parallel.

Sector 1 Up to 50% of the remaining places will be allocated to baptised Catholic children living in the parish areas of St Michael, Sacred Heart and All Saints (Priority 1) and St Anne's, St Hugh's, Our Lady of Mount Carmel, St Patrick and St Vincent de Paul and the former parishes of Our Lady of Lourdes, St Bernard, St Malachy and St Philip Neri (Priority 2).

Sector 2 Up to 50% of the remaining places will be allocated to children attending Church of England or Community schools and living in the Designated Geographical Area (DGA).

Please Note:

- 1 In the event of over-subscription in Sector 1 priority will be given to applications received from children living in the parishes of St Michael, Sacred Heart and All Saints.
- 2 In the event of over-subscription in either Sector 1 or Sector 2 priority within that Sector will be decided by distance from the child's home to the main entrance of the Academy by the shortest walking route, in accordance with the Local Authority's standard method of calculation.
- 3 In the event of over-subscription in one Sector and under-subscription in the other Sector, any remaining places in the under-subscribed Sector will be allocated to children in the over-subscribed Sector by the shortest walking route, in accordance with the Local Authority's standard method of calculation.
 - (a) If places remain in either Sector, after allocation in line with notes 1, 2, and 3 above, places will be allocated in each Sector to siblings of children attending the Academy at time of admission.
 - (b) If places still remain after allocation under (a) above, applications will be considered from outside the designated areas of Sector 1 and Sector 2, as follows:
 - (i) Priority will be given (in either Sector) to children who are recognised members of a faith community, within the Council of Faiths on Merseyside. Appropriate evidence of membership will be sought.
 - (ii) Other applications will then be considered.

In this criterion, as with previous criteria, priority will be decided by distance from the child's home to the main entrance of the Academy by the shortest walking route in accordance with the Local Authority's standard method of calculation.

Please note:

If you wish to apply for a place at the Academy you must complete an Academy Application Form as well as placing the school as a preference on your home local authority Preference Form / Common Application Form.

Last year this school admitted all applicants to Year 7.

The closing date for the school application form is 31 October 2011.

THE BELVEDERE ACADEMY (Girls)

17 Belvedere Road, Princes Park, Liverpool L8 3TF

Tel: 727 1284

Principal: Mr P Kennedy

Admission Number - 112

E-Mail Address: info@belvedereacademy.net

The Belvedere Academy has an agreed admission number of 112 girls, to be admitted into Year 7 each year if sufficient applications are received.

Process of application

Applications for places at the Academy will be made in accordance with Liverpool Local Authority's co-ordinated admission arrangements and will be made on the Common Application Form (CAF), provided and administered by Liverpool Local Authority. In addition, parents or guardians must complete the Belvedere Application Form, provided by the Academy. The Belvedere Academy Application Form is to be completed and returned to the Academy. This form should be returned to The Belvedere Academy before 12 noon on Monday 31st October 2011 for applications for the academic year 2012-2013.

Consideration of applications for entry into Year 7

A transitional arrangement will operate, until the academic year 2015/2016, for all those girls who were on roll at the Junior Department of The Belvedere School on 6th September 2006 and remain continuously on roll. These girls will have the right to transfer to The Belvedere Academy at Year 7, if they so choose, and will be counted against the agreed admission number. The Belvedere Academy will consider all applications for the remaining places. Where fewer applications than places are received, The Belvedere Academy will offer places to all those who have applied.

Girls with statements of special educational needs will be admitted where The Belvedere Academy is named in the statement. They will be counted against the agreed admission number.

Notwithstanding the above, The Belvedere Academy may refuse admission to particular applicants in the specific circumstances described in 7.7 of the statutory Code of Practice on Admissions or any like provision in any subsequent Code of Practice.

Procedures when The Belvedere Academy is oversubscribed in Year 7

In accordance with its first specialism, The Belvedere Academy will select 10% of the agreed admission number (being 11 places) on their aptitude for learning modern foreign languages ("the MFL criterion"). An appropriate verbal reasoning assessment will be carried out by the school and used in conjunction with relevant information collected through The Belvedere Academy Application Form. The 11 places will be filled by those applicants who are judged to have the greatest aptitude for learning modern foreign languages. Should there be a tie for last place(s) available; places will be allocated on a random basis. All applicants who seek a place under the MFL criterion but to whom an offer is not made will be considered in accordance with the Fair Banding procedure set out below. Where The Belvedere Academy is oversubscribed the successful MFL criterion applicants will not be allocated a place until after all those girls in public care (Looked After Children) have been allocated a place within their relevant band.

All remaining places will be allocated on the basis of Fair Banding in line with the Code of Practice on Admissions. All applicants will take a verbal, non-verbal, and numerical reasoning assessment, administered by The Belvedere Academy and marked by GL Assessments. The non-verbal and numerical reasoning assessment will not be used in determining offers under the MFL criterion.

The Belvedere Academy will admit the required number from each of the five ability bands based on the following percentage guidelines:

- Band 1 20%
- Band 2 20%
- Band 3 20%
- Band 4 20%
- Band 5 20%

Secondary Schools Admissions Academic Year 2012/13

It is possible that the number of places to be determined by Fair Banding will not be a multiple of five, in which case the following will apply.

If the number of places to be determined by banding leaves:

- a remainder of 1 when divided by 5, the place will be allocated to Band 3;
- a remainder of 2 when divided by 5, the places will be allocated to Bands 2 and 4;
- a remainder of 3 when divided by 5, the places will be allocated to Band 2, 3 and 4; and
- a remainder of 4 when divided by 5, the places will be allocated to Band 1, 2, 4 and 5.

If there are more applicants for each band than places available, within each band places will be allocated in the following order:

a) Girls in public care (Looked After children).

b) Girls whose sisters, including step and adopted sisters are enrolled at The Belvedere Academy

Where in any of the above categories there are more applicants than there are places available, places will be allocated on a random basis. This will be supervised by a person not otherwise involved in the admissions process.

In the event of oversubscription in Year 7, the above procedure will be open to scrutiny by an appropriately qualified external consultant appointed by the Academy Trust Board.

Operation of waiting lists for admission into Year 7

Where in any year The Belvedere Academy receives more applications for places in Year 7 than there are places available, a waiting list will operate between March and the end of the following academic year. This list will be maintained by The Belvedere Academy and all unsuccessful applicants will automatically be placed on the waiting list unless a parent or guardian requests otherwise.

When, and if, places become vacant they will be allocated to girls on the waiting list in accordance with the oversubscription criteria set out above.

Secondary Schools Admissions Academic Year 2012/13

DE LA SALLE ACADEMY (Boys)

Carr Lane East, Liverpool, L11 4SG

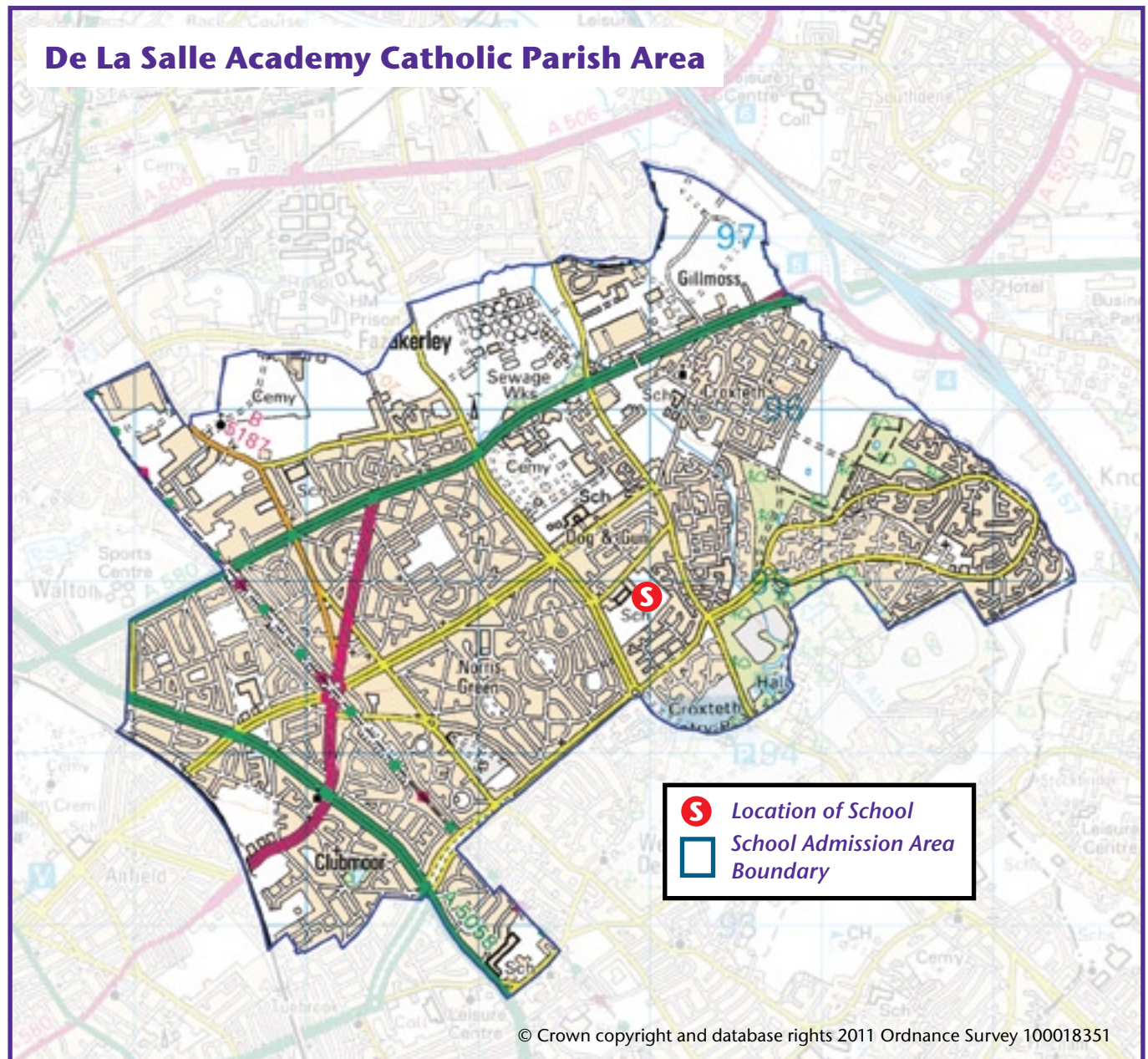
Tel: 546 3134

Head Teacher: Mr P Ferguson

Admission Number: 120 Pupils

Total number of pupils on roll January 2011: 494

Email: delasalleadmin@googlemail.com



Secondary Schools Admissions Academic Year 2012/13

The De La Salle Academy is a Catholic boys' academy which has an admission number of 120. If the academy is oversubscribed 80 places will be offered to Catholic boys and 40 places will be allocated to non Catholic boys.

If the Academy is oversubscribed the following admission criteria will be used to decide which children are allocated places using the following admission criteria:

Category A. Catholic Boys 80 Places

- 1 Baptised Catholic boys in public care.
- 2 Baptised Catholic boys living in the designated parishes of Our Lady Queen of Martyrs and St Swithin's, Our Lady and St Philomena's, St Matthew's, St Teresa's and St Albert's (Knowsley).
- 3 Baptised Catholic boys living in other Catholic parishes and who have a brother at the Academy at the likely time of admission. This includes full, half or step brothers, adopted and foster brothers, or children of the parent/carer's partner and in every case who are living at the same address and are part of the same family unit.

Category B. Non Catholic Boys 40 Places

- 1 Any other boys in public care.
- 2 Boys who have a brother at the Academy at the likely time of admission. This includes full, half or step brothers, adopted and foster brothers, or children of the parent/carer's partner and in every case who are living at the same address and are part of the same family unit.
- 3 Boys of other faiths or no faith whose parents/carers have expressed a preference for the Academy.

In the case of oversubscription in any category, the allocation of places will be determined by the following criteria in order:

1. Boys whose home*, up to the date when places are allocated, is within the admission area for the Academy bounded by:
 - a. For baptised Catholic boys (Catholic Allocation) - the parish areas shown on the map.
 - b. Proximity of the boy's home* to the Academy
 - c. For boys of other faiths or no faith (Community Allocation) – Proximity of the boy's home to the Academy.

Proof of permanent residence may be requested.

2. Proximity of the boy's home* to Academy. The distance will be measured by the shortest safe walking route from the front door of the boy's home* address (including flats and apartments) to the main entrance of the Academy, using the Local Authority's computerised measuring system, with those living closer to the academy being given preference.
3. A boy's home is deemed as the normal address at which he lives with a person of parental responsibility as the main carer (as defined by the Children's Act 1989). Where a boy spends time with more than one parent the place of residence of the parent/carer who receives Child Benefit will be deemed to be the boy's home.
4. In the event of the proximity tie-break being necessary where two or more students are deemed to live an identical distance from the Academy, then such places will be determined by independently adjudicated random allocation.

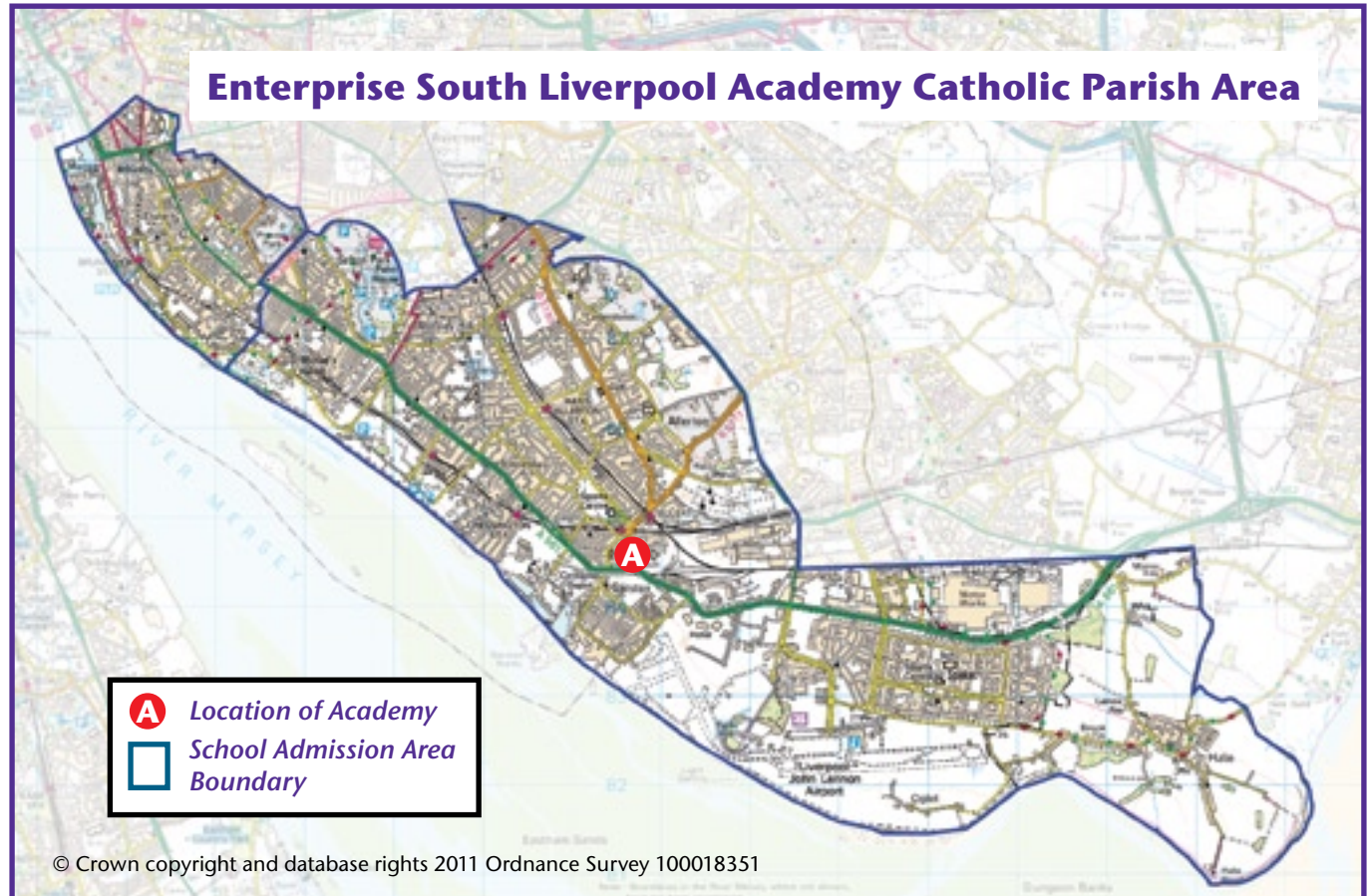
THE ENTERPRISE SOUTH LIVERPOOL ACADEMY

Horrocks Avenue, Liverpool L19 5PF

Tel: 0151 294 3150

Principal: Mr J Pendlebury

Admission Number - 180



Introduction

The Enterprise South Liverpool Academy is an academy for pupils of all faiths and none, sponsored by Enterprise together with the Catholic Church and the Church of England, the University of Liverpool and the City Council. It will be a joint (11-18) Catholic/Church of England Academy for the Garston and specialisms in Business and Enterprise and Languages. The admission number for the Academy will be 180 pupils.

The Academy has agreed to follow the coordinated admission arrangements determined by Liverpool Local Authority.

Admission Arrangements for Year 7 in September 2012

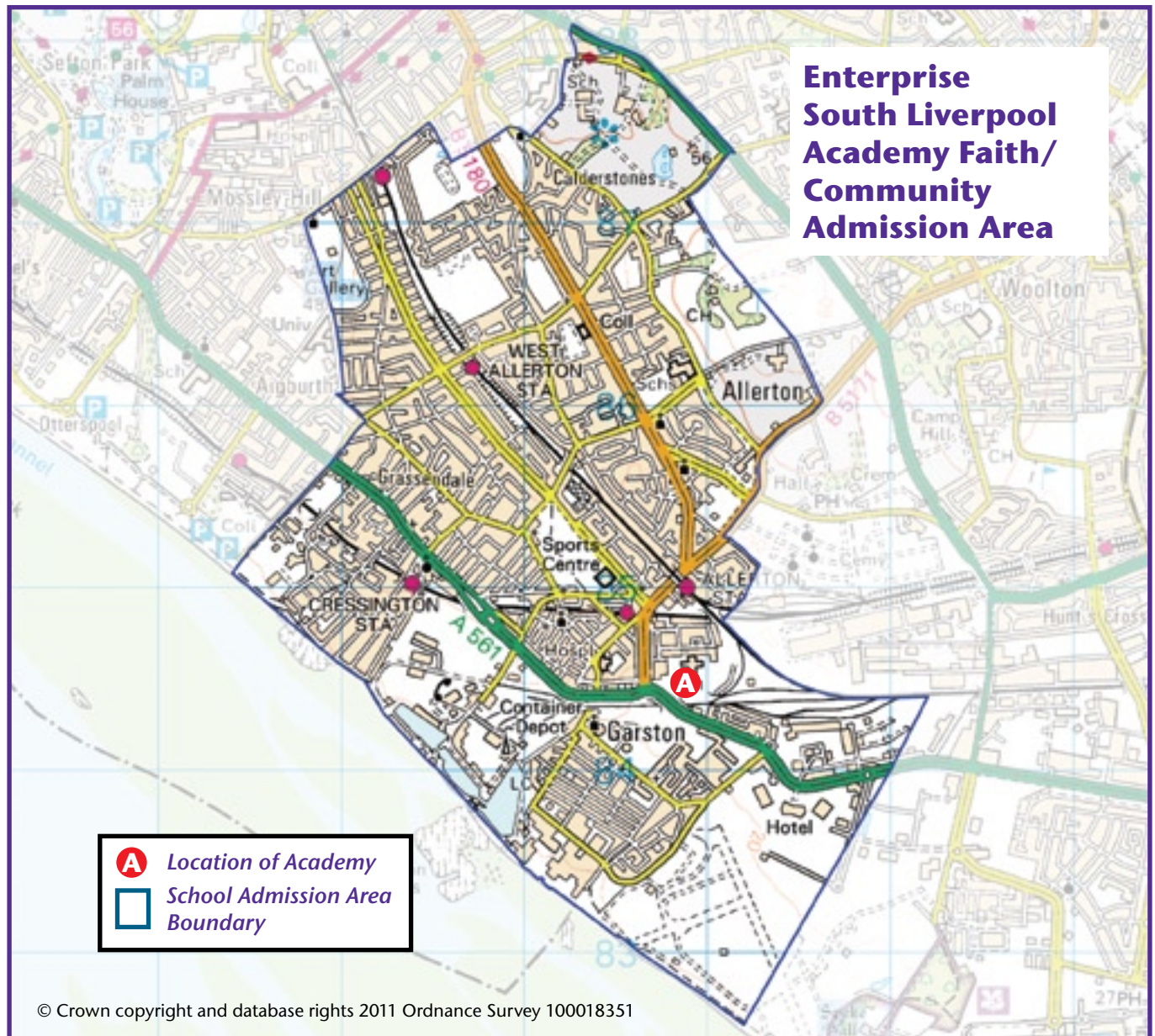
To apply for a place in Year 7 applicants have to complete the common application/preference form issued by their home local authority.

Applicants for a 'faith' place also have to complete the Academy's supplementary application form. This form is available from the Academy and must be returned to the Academy.

If the academy receives fewer applicants for places than it has places available all applicants will be admitted.

Following negotiation with the Local Authority children with a statement of special educational need which names the Academy will be admitted.

If the school receives more applications for places than there are places available the following criteria will be used to decide which children are admitted.



Admission Criteria

To reflect the joint faith nature of the Academy there are two categories for entry. Category A will be for Baptised Catholic children and Category B will be for Faith/Community children. Equal numbers of Children will be admitted to each category. If the Academy is over subscribed places will be allocated in the following order:

- 1 Children in the Care of the Local Authority
- 2 Children with Exceptional Social/ Medical Needs. Applicants applying under this criterion will be required to provide evidence of the exceptional social/ medical needs. This information should be sent to the Academy with the Academy's application form and applicants should state that they wish their application to be considered under this criterion.

After the application of criteria 1 and 2 and admission of pupils with statements of Special Education Needs, the remaining places will then be split equally between Category A and Category B below. In the case of an odd number of places remaining, the additional place will go to Category B.

Category A - Baptised Catholic Children

If there are more Catholic applicants than there are places available places will be allocated in the following priority order:

- 1 Baptised Catholic children living in the following Contributory Parishes (See Map 1).

Contributory Parishes:

Boys and Girls – Holy Trinity, St Ambrose, St Anthony of Padua, St Austin's, St Bernadette, St Charles', St Christopher, St Francis of Assisi and St Thomas Moore.

Boys – Our Lady of Mount Carmel, St Finbar, St Malachy, St Patrick and St Vincent De Paul.

- Where there are more applications than places within this criterion, priority will be given to those with a sibling on roll who will still be attending the Academy at the time of transfer of the applicant.
- If a further tie break is required, the distance tie break will be used. Children living nearest to the Academy measured by walking distance from their home to the main entrance of the Academy, using the Local Authority's computerised measuring system, with those living closest to the Academy being offered the available places.
- If two or more children live the same distance from the Academy and there is only one place available random allocation will be used to decide which children are admitted.

Category B - Faith/Community Children (Other than Baptised Catholic Children)

If there are more Faith/Community applicants than there are places available places will be allocated in the following priority order:

- 1 In accordance with Church of England policy, faith/community children living in the designated admission area (see map 2).
- Where there are more applications than places within this criterion, priority will be given to those with a sibling on roll who will still be attending the Academy at the time of transfer of the applicant.
 - If a further tie break is required, the distance tie break will be used.
Children living nearest to the Academy measured by walking distance from their home to the main entrance of the Academy, using the Local Authority's computerised measuring system, with those living closest to the Academy being offered the available places.
 - If two or more children live the same distance from the Academy and there is only one place available random allocation will be used to decide which children are admitted.

Where places remain unfilled in one or both of Categories A and B above, the surplus places will be offered to applicants in the alternative Category.

Where places still remain unfilled after applicants from Categories A and B have been considered, the following criteria will be applied to the remaining applicants and places will be allocated in the following order.

- 1 Children who have a sibling already on roll and who will still be attending the Academy when the applicant will be admitted
 - 2 Children who were baptised into the Church of England and other baptised Catholic children
 - 3 Children whose parents expressed a preference for a place at the Academy
- In the event of over-subscription in the number of applications made under any of the criteria above places will be allocated to children living nearest to the Academy measured by walking distance from their home to the main entrance of the Academy, using the Local Authority's computerised measuring system, with those living closest to the Academy being offered the available places.
 - If two or more children live the same distance from the Academy and there is only one place available random allocation will be used to decide which children are admitted.

Waiting List

The waiting list for the Academy will be drawn up in accordance with the admission policy. The waiting list will be operated until the end of the academic year i.e. 31 August 2013.

Admission Appeals

If it is not possible to offer a child a place in the Academy parents have the right to appeal to an independent appeal panel. Appeal hearings will be organised by the Catholic Archdiocese.

Secondary Schools Admissions Academic Year 2012/13

Definitions for Admission

The following are definitions are used in the admission arrangements.

Sibling

Sibling shall have the meaning ‘brothers or sisters including stepchildren, half brothers or sisters, foster or adopted children who are living at the same address as part of the same family unit.’

Exceptional Social /Medical Need

The term ‘Exceptional Social/Medical Need’ means that the child’s and/or parent’s health and/or welfare would be best served if they attended the Academy. Parents would need to provide evidence in the form of a letter or report from a doctor, social worker or other professional in the area of children’s health or welfare to support their case. Parents would have to establish that the Academy is the best or only school to serve their child’s and/or parent’s needs. Parents would also need to state why other schools could not provide the appropriate support. The Governing Body of the Academy will consider applications under this criteria and where necessary seek independent advice from professionals concerned with children’s health and welfare.

Home Address

This is defined as the permanent home address of the parent or legal guardian. If parents or legal guardians live at different addresses and both have parental responsibility the address on the family allowance book will be used to determine the child’s permanent address. Where required parents/legal guardians will also be required to provide proof in the form of a recent council tax bill, a utility bill, a tenancy agreement or exchange of contracts on a new home to prove that they live at the address.

In Year Applications for the Academic Year 2011/2012

In year applications are applications for parents to transfer their child between secondary schools. The academy has agreed to follow the In Year Application coordinated admission arrangements determined by Liverpool Local Authority.

To apply for a place applicants have to complete the common application/preference form issued by their home local authority.

Applicants also have to complete the Academy’s application form. This form is available from and must be returned to the Academy.

The admission of pupils to years 8 to 11 at the Academy will be based upon the size of teaching groups already in the Academy.

If there are places available in the year group then applicants will be admitted. If the year group is full it may not be possible to offer your child a place.

If the number of applicants for a year group exceeds the number of places available the admission criteria used to allocate places to Year 7 applicants will be used to decide which children are admitted

Waiting lists will be held until the end of the academic year for which the application is being made.

THE NORTH LIVERPOOL ACADEMY (Mixed)

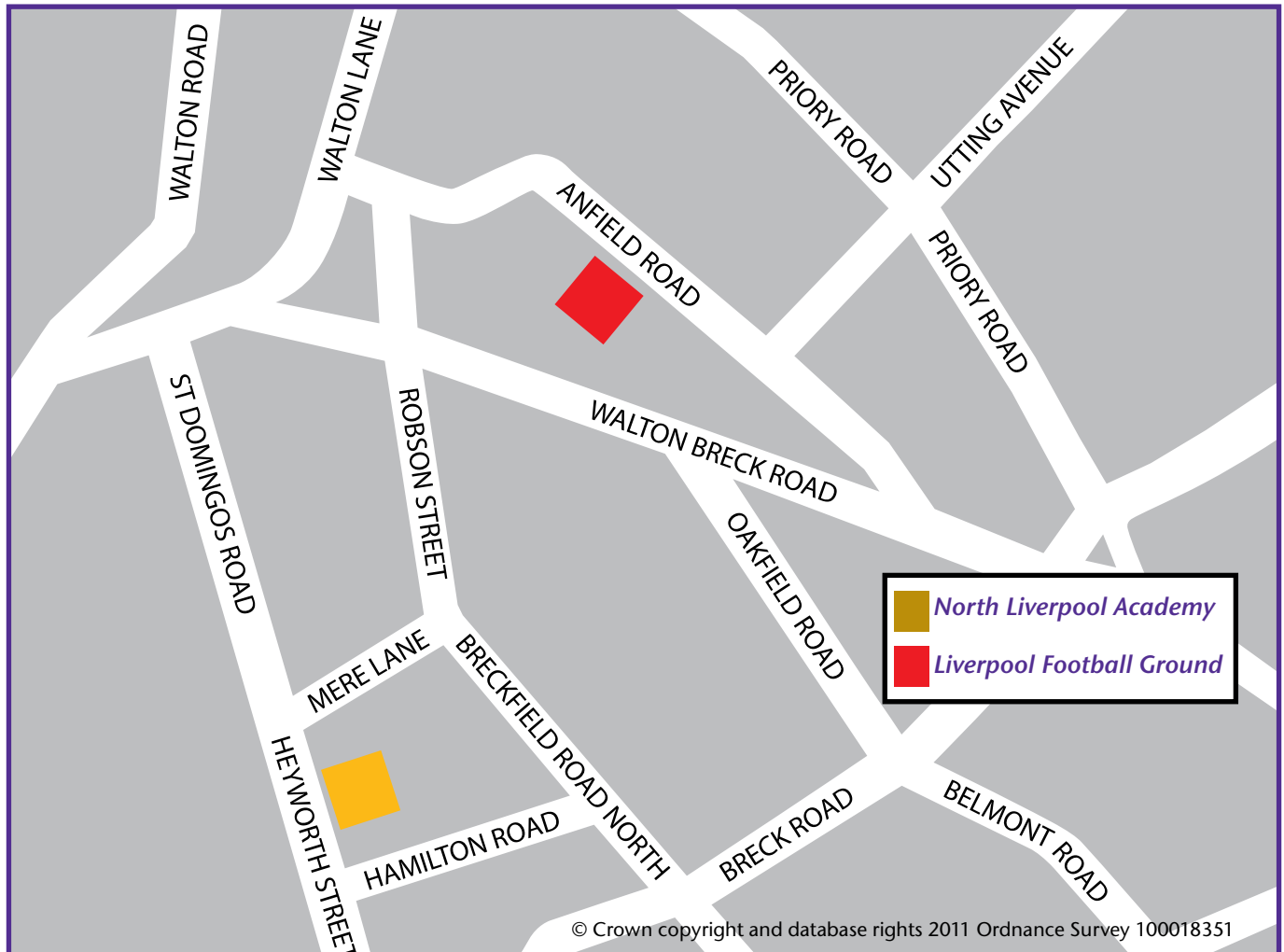
Heyworth Street, Liverpool, L5 OSQ

Tel: 260 4044

Principal: Mrs K Askew

Admission Number - 270 Pupils

E-Mail Address: admin@northliverpoolacademy.co.uk



Process of application

Applications for places at the North Liverpool Academy (NLA) will be made on the NLA application form. This form obtained can be obtained from:

- NLA
- Completed on line (application forms on school web site)
- From your primary school

The completed NLA form to be returned to NLA by Monday 10th October 2011.

You must also complete the Preference Form supplied by Liverpool Children and Young People's Service or your home local authority. The local authority preference form must be completed by Monday 31st October.

NLA will consider all applications for places. Where fewer than 270 applications are received, NLA will offer places to all those who have applied.

Procedures where the NLA is over-subscribed.

Places will be allocated on the basis of fair banding in line with the Department of Education. All applicants naming NLA on their Preference Form must also complete the Academy's application form. All applicants will take a non-verbal reasoning assessment to be administered by the National Foundation for Educational Research.

Secondary Schools Admissions Academic Year 2012/13

The outcome of the test will be used to place applicants in the appropriate Band. It is very important that applicants take the assessment test. This is because applicants who do not sit the assessment test will be considered after applicants who sat the assessment test.

Visits to primary schools take place from Wednesday 7th September.
Opening evening is Thursday 29th September

Assessment dates for admission to NLA in September 2012 are:

Friday 14th October and Saturday 15th October and
Friday 9th December and Saturday 10th December

Saturday Assessment begins at 9.30 a.m. and students will need to be brought for 9.15 a.m. and picked up at 10.30 a.m.

Friday Assessment begins at 1.30 p.m. and students will need to be brought for 1.15 p.m. and picked up at 2.30 p.m.

Please Note:

Staff will remain in school until 3.00 p.m. Parents may have other commitments collecting younger children from school.

Children with statements of special educational needs are admitted as a result of the academy being named in the statement and they are counted against the number of places available.

Each intake of NLA will be representative of the ability profile of the applicants on the basis of a fair banding process. To achieve this NLA will admit the required number from each of the five ability bands based on the following percentage guidelines:

Numbers in each band

Band 1 20% 54 students
Band 2 20% 54 students
Band 3 20% 54 students
Band 4 20% 54 students
Band 5 20% 54 students

Total 270 students

The percentage shown represents the percentage of applicants that will be allocated to each band and the percentage of places that will be allocated in each band. Within each band places will be allocated in the following order:

- 1 Students in public care 'Looked After Children'
- 2 Children with exceptional Medical or Social Need
- 3 Students whose brothers or sisters attend NLA in September 2012
- 4 Students living closest to NLA. The distance will be measured by the shortest walking distance between home and the Academy.

Applicants who do not sit the assessment tests will be considered after applicants who took the test. If places are available after all applicants who sat the assessment tests have been allocated places they will be offered in the following order:

- 1 Students in public care 'Looked After Children'
- 2 Children with exceptional Medical or Social Need
- 3 Students whose brothers or sisters attend NLA in September 2012
- 4 Students living closest to NLA. The distance will be measured by the shortest walking distance between home and the academy.

Definitions

Children with exceptional Medical or Social Needs means that the child's welfare would be best served if they attended the school. Parents would need to provide evidence in the form of a letter or report from a social worker or other professional in the area of children's welfare to support their case. They would have to establish that the school was the best / only school to service their child's needs.

Brothers and sisters includes foster brothers or sisters, half brothers or sisters and step-brothers or sisters living at the same address and as a family unit.

Distance to NLA is measured by walking distance from the child's permanent home address, which is defined as the permanent home address of the parent or legal guardian, to the main entrance to the school in Heyworth Street. The distance is measured using the City Council's computerised measuring system. If there is a tie between measurements which are exactly the same, random allocation will be used to decide which children are admitted.

Allocating vacant places in bands

If there are places available in a band after all other applicants for the band have been admitted applicants will be admitted from the bands above and below. The first place will be allocated to a child from a higher band, the second from the lower band, the third from the higher band, the fourth from the lower band and so on until the places have been filled. In Band 1 it will be the band below and in Band 5 it will be the higher band.

Applications after the closing date

The NLA preference form is to be received by Monday 10th October. Any preference forms received after this date but before the first round of assessment tests in October will be considered but only if there is a valid reason for the application being late e.g. change of address, change in medical condition, exceptional social reasons.

The Local Authority preference forms are to be received via Liverpool Children and Young People's Service by Monday 31st October. Any preference forms received after this date but before the second round of assessment tests that take place in December will be considered but only if there is a valid reason for the application being received late e.g. change of address; change in medical condition exceptional social reasons.

Late applications without a valid reason will only be considered if there is a vacancy. They may be requested to sit the assessment and be placed on the waiting list.

Operation of waiting lists

NLA will operate a waiting list. Where in any year the NLA receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the NLA and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. This will involve the student taking the test in order to identify the correct band.

Students' positions on the waiting list will be determined in accordance with the over-subscription criteria set out above. Where places become vacant they will be allocated to students on the waiting list, in accordance with the over-subscription criteria. If places become vacant in some bands and there is no student on the waiting list in that band, they will be filled by children falling into the next nearest bands higher and lower alternately in that order.

The waiting list will be maintained until 31 August 2013.

Section 10

Admission To The Blue Coat School

THE BLUE COAT SCHOOL (Mixed)

Church Road, Liverpool, L15 9EE

Tel: 733 1407

Head Teacher: Mrs D A Silcock

Admission Number: 120 Pupils.

Total Number of Pupils on Roll January 2011: 963

E-Mail Address: m.doran@bluecoat.liverpool.sch.uk

The Blue Coat School participates in Liverpool Local Authority's Equal Preference Scheme and co-ordinated admission arrangements and therefore it is necessary for applicants to complete their home local authority's Preference Form / Common Application Form.

Admission Arrangements, Year 7

Applications for admission to the school are invited from parents whose children will be in the final year of their Primary School Education (Year 6) prior to secondary transfer. Such parents are welcome to attend the School's Open Evening in the July preceding their child's entry into their final year in the Primary School.

Parents must write to the Head Teacher of The Blue Coat School requesting a Blue Coat Application Form which will be available after the Open Evening and this Application Form must be completed and returned directly to the School by Friday 16 September 2011.

Parents must also place The Blue Coat School as a preference on the preference form / common application form issued by their Home Education Authority. This preference form must be returned to the Home Education Authority.

The Blue Coat School will only support changes to the preference form if there has been a material change to circumstances e.g. a medical condition. However, all requests will be considered by the Admissions Committee which must be submitted fourteen clear days prior to the published national offer date.

- The 120 places will be filled by those students who achieve the highest aggregate score in the entrance tests and who additionally meet their Home Education Authority's preference criteria.
- Entrance tests will consist of a Mathematics Test, English Test and a Non-Verbal Reasoning Test.
- Should there be a tie for last place(s) available the mark scored on the Non-Verbal Reasoning test will determine the result. If still a tie the English mark will be the tie breaker. However, should there be a student in the care of the Local Authority involved in the original tie this student will take overall preference.
- The school will ensure that parents are informed of the outcome of the entrance test before they make their applications for other schools.
- The Governors will publish to Liverpool Local Authority the results of the admission procedure. The offer of a place at The Blue Coat School will come from the Local Education Authority, who will make the offer on behalf of the Governing Body.

In the previous three years this school has been oversubscribed for admission to Year 7.

The closing date for school application form is Friday 16 September 2011.

Section 11

Admission To King David High School

KING DAVID HIGH SCHOOL (Mixed)

A Specialist Humanities College

Childwall Road, Liverpool, L15 6UZ

Tel: 722 7496

Head Teacher: Mrs B Smith

Admission Number: 90 Pupils.

Total Number of Pupils on Roll January 2011: 656

E-Mail Address: kingdavid-ao@kingdavidhigh.liverpool.sch.uk

Admission Policy

Category A - Admission To Year 7 – September 2012

1. Introduction

This document is designed to help parents through the procedure of applying for admission to the King David High School. At the end of the document you will find a contact name and address for further information.

The indicated admissions number for Year 7 in September 2012 is 90. The school participates in Liverpool Local Authority's co-ordinated scheme for admissions and all deadlines within that scheme should be adhered to by applicants. Liverpool Local Authority will make offers of places on behalf of the school under the co-ordinated admission scheme.

The Supplementary Information Form

In addition to completing Liverpool Local Authority's Common Application Form, we strongly encourage parents to complete the school's Supplementary Information Form (SIF). The SIF enables governors to collect information which they need to consider applications fully. If an applicant does not complete the SIF, the Governing Body will apply the school's oversubscription criteria using the information submitted on Liverpool Local Authority's Common Application Form. This may result in the application being given a lower priority against those criteria due to lack of available information. Supplementary Information Forms are available from the School Office - King David High School, Childwall Road, Liverpool, L15 6UZ. Telephone number 0151 722 7496 via Liverpool City Council's website at www.liverpool.gov.uk and via the school's website at www.kingdavidliverpool.co.uk

Over Subscription

Recent history has shown that the number of applications to the school has exceeded the number of places available. Over-subscription criteria and their application are therefore published below. When applications for admission exceed the number of places available, these criteria will be applied in the order set out below, to decide which pupils to admit. These criteria will also continue to be used to allocate places during the school year commencing 1.9.12 should any fall vacant after the initial allocation.

2.Statement Of Principles

- 2.1 King David High School (KDHS) is a Jewish faith based school admitting pupils from Jewish and other faiths. The school has a commitment to the teachings and practice of Modern Orthodox Judaism. The school is committed to maintaining Jewish traditions, practices and customs and a regard for Israel. The school recognises the authority of the Office of the Chief Rabbi of the United Hebrew Congregations of the British Commonwealth. The school aims to serve the Jewish and wider community, in partnership with the King David Foundation, by providing an education of the highest quality. It encourages an understanding of the meaning and significance of faith and promotes Jewish values through the experience it offers to all its pupils.

- 2.2 Children with a statement of Special Education Needs, where the school is named in the statement, will be admitted.
- 2.3 Applications will be considered in accordance with the principle of equal opportunity and without discrimination by reason of their ethnic origin, gender, disability or family background.
- 2.4 All applicants, regardless of category, are strongly encouraged to complete all sections of the Supplementary Information Form
- 2.5 Having regard to the above general principles, places will be offered in the order of priority set out below.

A. Order Of Priority In The Event Of Over-Subscription

Category A1 - Children in Public Care (looked after children) who meet the School's Jewish Religious Practice Test

All applicants must provide local authority documentation confirming their looked after status and evidence of their religious practice by completing the Certificate of Practice for categories A1/A2

In order to be considered under this category applicants will need to achieve a minimum of 3 points. Any applicant gaining fewer than 3 points will be considered under the next appropriate category. Please see Category A2 below for information about Certificate of Practice.

Category A2 - Applicants who meet the School's Jewish Religious Practice Test

Applicants who meet the Religious Practice Test by virtue of their commitment to one or more aspects of Judaism, namely religious observance and prayer and Jewish study and knowledge or Jewish communal, charitable or welfare activity. Applicants in this category must provide this evidence by way of the Certificate of Religious Practice categories A1/A2 provided by the School. This certificate must be signed by the parent/carer of the applicant confirming the contents on the application form. The person who signs Sections 1 and 2 of the Certificate of Practice must be a Rabbi or minister of religion or a person acting in a recognised official capacity at the synagogue, (in the absence of a recognised minister) and or by a teacher of a Jewish learning institution such as a cheder. The person signing Section 3 must be a recognised member of the relevant organisation.

In order to be considered under this category applicants will need to achieve a minimum of 3 points. Any applicant gaining fewer than 3 points will be considered under the next appropriate category.

Category A3 - Other Children in Public Care (looked after children)

All applications must be accompanied by Local Authority documentation confirming the Child's looked after status.

Category A4 All Other Applicants attending the King David Primary School

Category A5 Aptitude for Music

- 1 Up to 14 places will be available for applicants who demonstrate an aptitude for Music. Applicants will be tested for aptitude, not ability.
- 2 Successful applicants will be encouraged to demonstrate a commitment to enhance the musical life of the school and to continue throughout their schooling with his/her commitment to musical education.

The following timetable for A5 applicants will apply:

- | | |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6 September 2011 | Closing Date for application for aptitude assessment test |
| 22 September 2011 | Music Aptitude Assessment Test |
| 30 September 2011 | The school will write to all those who have applied under Category A5 to advise them of their rank order position in the aptitude assessment test. This will enable them to make an informed choice on the Local Authority Common Application Form. |
| 31 October 2011 | Closing date by which the King David Supplementary Information Form and the Liverpool Local Authority Common Application Form must be returned. |

Any application under category A5 can also be considered under category A6/A7. This should be made clear by ticking the appropriate box on the Supplementary Information Form. Please note, the timetable above with dates for Music applications. Please contact the school for further information

Late Applications for Category A5

Because of the time it takes to verify information and/or to arrange for testing to take place, the Governors will not be able to consider applications received under Category A5 after the published closing date as part of the normal Admissions Round.

Category A6 Applicants of Other Faiths whose families demonstrate religious commitment

The school seeks to promote respect and acceptance of other religions in Britain today and expects that applicants will adhere to the principles of respect, tolerance and understanding of others together with the Jewish values that the school seeks to promote.

All Applications to the school under this category shall be accompanied by:

1. The provision of original written evidence from a recognised minister of religion showing evidence of the child and parents' membership and regular worship at church or other religious place of worship. This evidence must be in letter form which clearly identifies the signatory of the letter's link with the place of worship - original letter headed paper or church stamp. No photocopied evidence will be accepted
2. In addition the Certificate of Religious Practice (CRP) For Other Faiths (A6) must also be completed

Both 1 and 2 above must be provided to fulfill the criteria for this category

Category A7 All other applicants whose parents express a preference for the school

Application outside the normal round of admissions ("In-Year Admissions")

Applications for casual admission, or for in-year transfers, will be considered under Categories A1, A2, A3, A6 and A7. If the year-group in question is full, the application can be added to a waiting list for that category and that year-group. Each application will remain on the waiting list until the end of that academic year, after which it is up to the applicant to re-apply if he/she wishes to remain on the list. Rules regarding waiting lists will apply - see below.

4. Additional information in relation to applicants under Categories A5

An application which is unsuccessful in gaining admission under Category A5 will be reconsidered under Category A6 or A7 if stated when making application. An unsuccessful application under Category A5 will neither prejudice nor favour reconsideration under Category A6/A7.

5. All Applicants

If you wish to apply for a place at King David School you are strongly encouraged to complete a King David High School Supplementary Information Form (SIF), as well as placing the school as a preference on your Home Education Authority's Common Application Form. This will enable the school to apply the criteria correctly.

The closing date for the return of your Common Application Form to Liverpool Local Authority is 31 October 2011 for all categories (Please check with other local authorities e.g Knowsley and Sefton for closing dates)

In all categories The King David High School Supplementary Information Form must be received by the school office at King David High School, Childwall Road, Liverpool, L15 6UZ by 31 October 2011.

6. Over-Subscription: Tie Breaker

- 6.1 The school will be oversubscribed once allocations of places have reached its indicated admission number of 90.
- 6.2 If, in the event of oversubscription, the number of applications assigned to one of the above oversubscription criteria exceeds the number of remaining places, a tie-breaker will be used to allocate those remaining places amongst that group of applicants. This tie-breaker will be distance from the child's permanent home address to the main entrance to the school. The distance will be measured using the shortest suitable walking route, determined by the Local Authority, between the child's permanent home address and the main entrance to the school. Those children living nearest to the school will be given preference. The Governors will ask parents to provide proof of

address i.e. a council tax bill, a recent utility bill (less than three months old), and where applicable a rental agreement or exchange of contract.

If two or more children live the same distance from the school and there is only one place available, random allocation will be used to decide which child is admitted.

In 2010/11 the last pupil to gain a place was in category 6 and lived 1.19 miles from the school

In 2011/12 the last pupil to gain a place was in category 6 and lived 0.63 miles from the school

7. Notification

Notification of the results of any application will be by LA on 1 March 2012.

8. Waiting Lists

The school operates a waiting list. In accordance with admissions law, applicants will be placed on the list in accordance with how they meet the above over-subscription criteria. Applicants cannot and will not be given priority based on the length of time they have been on the waiting list. The waiting list for the normal round of admissions will be maintained until the end of Year 7.

9. Appeals

Any appeal against an unsuccessful application for admission should be in writing and be sent to the Clerk to the Governors, King David High School, Childwall Road, Liverpool, L15 6WU within 14 days of notification by the LA. The Clerk to the Governors will pass the appeal onto the Clerk to a duly appointed Independent Appeal Panel who will consider the appeal.

10. Further Information

The number of applications for King David High School for September 2011 admission was:

Category A1.....	0
Category A2.....	16
Category A3.....	0
Category A4.....	42
Category A5.....	7
Categories A5/6.....	48
Categories – A5/7.....	26
Category A6.....	89
Category A7.....	133
Children with Statement of Special Educational Needs.....	8
Total.....	369

For further information please contact Mrs Jean McMeakin at the school office at King David High School, Childwall Road, Liverpool, L15 6UZ. Telephone number 0151 722 7496.

Section 12

Secondary School Allocation Statistics for Year 7 Pupils

The following statistics detail how many pupils were allocated to Year 7 in Liverpool Secondary Schools in September 2010 and 2011. The statistics show the initial allocation of places made on 1 March for admission the following September. The aim of these tables is to provide a guide to how places were allocated. The details of oversubscribed schools are shown in bold.

September 2010

Secondary Allocations 2010	Pupil admission number	Pupils allocated	Children allocated to their preferred school by preference				Number of parents expressing each preference		
Community Secondary Schools			1st	2nd	3rd	None	1st	2nd	2nd
Alsop	300	300	293	7	0	0	343	194	122
Calderstones	255	255	194	44	17	0	224	189	187
Fazakerley	180	132	102	9	4	17	102	102	105
Gateacre	240	215	169	23	6	17	169	95	82
Holly Lodge	240	155	102	24	6	23	102	128	119
West Derby	180	180	127	23	5	25	127	113	99
Catholic Secondary Schools			1st	2nd	3rd	None	1st	2nd	2nd
Archbishop Beck	256	197	150	19	4	24	150	122	83
Bellerive	150	150	107	38	5	0	142	140	79
Broughton Hall	210	210	165	39	6	0	227	148	73
Cardinal Heenan	240	240	192	40	8	0	237	150	77
De La Salle	180	82	59	6	0	17	59	23	19
Notre Dame	185	124	95	12	5	12	95	106	58
St Edward's	150	150	150	0	0	0	371	211	88
St Francis Xavier's	215	215	164	38	13	0	192	141	90
St John Bosco	180	162	135	13	5	9	135	65	55
St Julie's	210	165	130	22	11	2	130	94	82
Trust Schools			1st	2nd	3rd	None	1st	2nd	2nd
Broadgreen International	240	240	207	16	4	13	207	121	109
Childwall	210	170	106	26	8	30	106	163	133
Parklands	165	58	45	0	0	13	45	13	9
Shorefields	200	143	59	10	3	71	59	36	31

Secondary Schools Admissions Academic Year 2012/13

Secondary Allocations 2010	Pupil admission number	Pupils allocated	Children allocated to their preferred school by preference				Number of parents expressing each preference		
Church of England Secondary Schools			1st	2nd	3rd	None	1st	2nd	2nd
Archbishop Blanch	140	140	117	21	2	0	170	137	83
St Hilda's	129	129	102	27	0	0	116	164	78
St Margaret's	150	150	138	10	2	0	222	110	49
Academies			1st	2nd	3rd	None	1st	2nd	2nd
Enterprise South									
Liverpool Academy	180	166	113	19	4	30	113	114	80
The Academy of									
St Francis of Assisi	180	176	135	15	2	24	135	100	39
The Belvedere									
Academy	112	112	96	15	1	0	209	136	68
The North Liverpool									
Academy	270	270	258	10	2	0	276	139	78
Grammar School			1st	2nd	3rd	None	1st	2nd	2nd
The Blue Coat	120	120	118	2	0	0	197	69	55
Jewish Secondary			1st	2nd	3rd	None	1st	2nd	2nd
King David	90	90	83	6	1	0	140	109	71

The details of oversubscribed schools are shown in bold type.

September 2011

Secondary Allocations 2011	Pupil admission number	Pupils allocated	Children allocated to their preferred school by preference				Number of parents expressing each preference		
Community Secondary Schools			1st	2nd	3rd	None	1st	2nd	2nd
Alsop	300	284	251	8	2	23	255	157	116
Calderstones	240	255	196	41	12	0	237	226	198
Fazakerley	180	132	114	7	5	6	119	63	89
Gateacre	240	240	204	27	9	0	214	115	86
Holly Lodge	180	172	122	12	8	30	126	118	110
West Derby	180	180	151	27	2	0	191	161	109
Catholic Secondary Schools			1st	2nd	3rd	None	1st	2nd	2nd
Archbishop Beck	180	173	149	4	3	17	151	129	85
Bellerive	150	150	110	32	8	0	134	136	99
Broughton Hall	210	210	167	36	7	0	194	124	75
Cardinal Heenan	240	240	195	34	11	0	219	148	80
De La Salle	120	81	42	2	1	36	41	22	25
Notre Dame	150	108	91	8	0	9	93	80	64
St Edward's	150	150	141	8	1	0	345	236	105
St Francis Xavier's	180	180	149	25	6	0	207	142	72
St John Bosco	180	129	110	9	2	8	113	44	47
St Julie's	180	147	108	25	7	7	112	93	81
Trust Schools			1st	2nd	3rd	None	1st	2nd	2nd
Broadgreen International	210	210	189	16	5	0	207	134	92
Childwall	180	177	92	29	13	43	97	202	151
Parklands	150	76	39	2	0	35	41	19	17
Shorefields	150	149	62	13	12	62	66	33	58

Secondary Schools Admissions Academic Year 2012/13

Secondary Allocations 2011	Pupil admission number	Pupils allocated	Children allocated to their preferred school by preference				Number of parents expressing each preference		
Church of England Secondary Schools			1st	2nd	3rd	None	1st	2nd	2nd
Archbishop Blanch	140	140	102	34	4	0	113	124	76
St Hilda's	129	129	99	24	7	0	105	116	87
St Margaret's	150	150	136	11	3	0	210	115	67
Academies			1st	2nd	3rd	None	1st	2nd	2nd
Enterprise South Liverpool Academy	180	162	98	14	9	41	102	56	56
The Academy of St Francis of Assisi	180	151	107	5	4	35	111	72	55
The Belvedere Academy	112	112	108	4	0	0	277	151	77
The North Liverpool Academy	270	270	263	4	3	0	293	143	96
Grammar School			1st	2nd	3rd	None	1st	2nd	2nd
The Blue Coat	120	120	118	2	0	0	165	67	60
Jewish Secondary			1st	2nd	3rd	None	1st	2nd	2nd
King David	90	90	79	11	0	0	139	152	80

The details of oversubscribed schools are shown in bold type.

Section 13

Education Support

Bullybusters

Bullying unfortunately can happen to any young person and can have a detrimental affect on home and school life. It is important that your child lets someone know if they are being bullied and understands that they don't have to suffer in silence. We have introduced a wide range of supportive programmes in partnership with schools and young people to help make a difference and if you have any concerns about bullying you should contact your child's school in the first instance. However, if you feel you want additional help and advice you can contact Bullybusters our local confidential helpline on 0800 169 6928 or Childline 0800 1111.

The Choice Advisory Service

Choosing the best education for your child can be one of the most important decisions you have to make.

To apply for a place in a secondary school you need to be informed of all the secondary education in Liverpool that will meet your child's individual needs. You will also need to follow the admissions policy and in some cases the individual schools' policy. This may seem difficult and confusing.

Your child's primary school will send out a booklet that will contain information about all secondary schools in Liverpool. The booklet contains valuable information about the schools both in and outside your area.

The Choice Advisory Service has been established to support, inform and advise parents / carers through the move from primary to secondary school. If you feel you would benefit from support, or need information about the secondary provision, please contact us on 225 6030 and we will be pleased to help you.

Inclusion and Special Educational Needs (SEN)

All children need help; support and guidance in their development and all are individuals whose needs will vary. Some children need extra help – this may be for a short time or it may be ongoing.

If you think your child is not making the progress you would expect or if you think they have special needs speak first to the form teacher, the school's Special Educational Needs Co-ordinator (SENCO) or Year Head. Similarly, if there are any changes in your child's life or difficulties which might affect performance, or behaviour in school, you need to let the form teacher or Year Head know. They will very probably be able to provide the extra support your child needs. The school can also access support from services outside school.

Liverpool aims to have the provision and support most children need available within mainstream schools. Where special needs or disability are low incidence and require very specialist support, we have put special educational provision into resourced mainstream schools or special schools.

You cannot apply directly to a special school or to a mainstream school for a resourced place. Following an assessment of your child's needs and with your full involvement, Children's Services may offer you a place in resourced or special school provision.

It is the City Council's policy to make every effort to provide a school place in line with parental wishes. You will be fully involved in all discussions about the school placement for your child, especially where the assessment indicates that the school of your preference may not be available to meet your child's special educational needs, or if no places are available.

If you require further information about Special Educational Needs provision or about assessment you can contact Robert Brazendale on 225 6231 in the Special Educational Needs Section of Children's and Young People's Services.

Resourced Schools

The previous section referred to resourced special educational provision in mainstream schools. These schools are referred to as Resourced Schools and are selected for excellence in education generally and an ethos that welcomes difference. Resourced Schools develop expertise in a particular area of special educational needs and receive extra support and resources. Children's Services funds a predetermined number of places, allocating these on the basis of assessment of a child's needs.

The school does not offer places to parents. Officers from Children's Services and staff in schools collaborate to ensure special needs are met, to monitor every child's progress and to keep under review the appropriateness of the placement. Some places are temporary (especially speech and language) and if the special provision is no longer needed and it is appropriate to transfer your child to your local school or into a regular school place in the same school, we will discuss this with you. Children only stay in resourced provision if they need to. Moving into or out of resourced provision is always carefully planned with a transition plan and support organised for each child.

Resourced provision generally means children spend most of the day in regular classes with all other children their age – lessons and materials are adapted for individuals and there is extra support in the classroom. Children receive specialist support from assistants, teachers or therapists, in class or for short periods of withdrawal.

Liverpool has the following Resourced Provision:

Deaf and Hearing Impaired

Broadgreen International School caters for children with profound hearing impairment. All support staff and all pupils within the resourced provision are taught to sign. The Sensory Impairment Service provides specialist support here and at any secondary school across the City attended by a child with hearing impairment.

Blind and Visually Impaired

Gateacre Community Comprehensive School caters for children who are blind or visually impaired and who require a high level of resourcing to meet their needs such as Braille, enlarging and adaptation of materials. The Sensory Impairment Service also provides support and similar resources to blind and visually impaired pupils attending other secondary schools.

Physical Disability

Broadgreen International School has the highest level of adapted facilities and provision within mainstream schools in the City - in order to fully include pupils with physical disabilities in every area of the curriculum.

Autistic Spectrum Disorder (ASD)

Parklands High School is developing specialist provision and support for children with ASD who generally do not have additional learning difficulties. This provision builds on strong links with Abbot's Lea ASD School and the part-time placements at Parklands that Abbot's Lea pupils have benefited from over several years.

Specific Learning Difficulties (SpLD)

Alsop High School caters for children with significant and complex dyslexia requiring special educational provision. Staff expertise ensures pupils have full access to the curriculum and school life. There is some withdrawal during the day for specialist support.

Complex Learning Difficulties (CLD)

Parklands High School also cater for children with a range of needs that require specialist support. Children have moderate learning difficulties with additional needs – autistic spectrum disorder (ASD); behaviour related special needs or a combination of complex needs that require special educational provision.

NB: It is important to note that all mainstream schools are resourced to meet the needs of pupils with special educational needs and it is only those pupils with the most severe and complex needs who should require a placement in a resourced school.

Parent Partnership Service

If you are the parent or carer of a child aged 0 – 19 years and you either believe they have special educational needs, or you have been told they need extra help at school, you can contact us for information.

We can help by:

- Providing accurate, impartial information on your rights, roles and responsibilities within the SEN process.
- Helping you to understand the assessment process, assisting with letters, and forms, and helping you to work in partnership with your child's school and other agencies; (some of this help is provided by Independent Parental Supporters – volunteers we have trained to a high standard).
- Providing information about the wide range of options available to you so you can make an informed decision as to what you want.
- Publishing a wide range of leaflets and providing information sessions on relevant topics throughout the year.
- Providing links to parents' groups, voluntary organisations, as well as other services, so we can point you towards other sources of help and support.
- Providing training for Independent Parental Supporters and staff in various agencies and help to foster good working relationships between parents and professionals in the SEN field.

We can support parents in preparing appeals to the SEN and Disability Tribunal and at SEN 'Disagreement Resolution' sessions.

We accept referrals from any source, but we will only become involved if the parents want our help.

The written information we produce is available direct from the Parent Partnership Service although schools, local libraries, parent support groups etc. may also have a supply. We currently produce our leaflets and booklets in the main community languages, and there is a DVD available which provides information about the Parent Partnership Service. You can contact the Service, tel: 233 2848, email: parentpartnership@liverpool.gov.uk or download information from our web page: www.liverpool.gov.uk/parentpartnership

Common Assessment Framework (CAF)

Early Intervention for Children and Young People (Think Family)

The CAF can be used if you or someone who works with your child would like him / her to receive extra support. It will help to identify your child's additional needs, and other workers required to support your family. The CAF is a new way of working with children and young people, it involves listening to you and your child to find out your child's needs and what is working well in their life. It can be particularly important at key points, such as on transfer from primary to secondary school, or when there has been a significant change in your home circumstances.

Any professional involved with your child can add to the assessment to make sure that good quality support is organised and you will be kept informed every step of the way, with opportunities to add your own views and attend meetings to discuss your child's progress.

Integrated Youth Support Services

In Liverpool all services for young people work together to provide an Integrated Youth Support Service for young people. This means that although each organisation has a particular focus we ensure front line practitioner's work together as it is these individuals who really make a difference to improving outcomes for young people. Our aim is to:-

- ensure more opportunities for young people to take part in positive activities in the evening, at weekends and during school holiday periods
- enhance support for young people to volunteer and become involved in their communities
- provide high quality information, advice and guidance so young people can make informed choices
- ensure multi-agency targeted support for each young person who has serious problems

Two of the key services for young people in Liverpool are the Connexions Service and the Youth service:

About The Connexions Service

The Connexions Service provides information, advice and guidance (IAG) for all young people aged 13 to 19 and supports them in planning for the future.

A continuing service can be offered, where appropriate, to young people who have identified learning difficulties and/or disabilities up to the age of 25.

The Connexions Service:

- Helps young people choose the education and/or training they need to get the jobs they want to do.
- Helps young people reach their full potential; to take part in education, employment or training successfully, so that they can make the most of their lives and have a better future.
- Provides access for all 13 to 19 year olds* to a trained and qualified Personal Adviser who will help them work out what information or support they need and, if necessary, help them to get extra help from other specialist services.
- Advisers are available to help young people in schools, colleges, community bases and from our 15 public access centres located throughout Merseyside.
- Connexions provides additional support for young people with learning difficulties and/or disabilities up to the age of 25.

Support in Schools

Each school or college in Liverpool has a Connexions Personal Adviser linked to them. Our Personal Advisers are professionally qualified, friendly and with a real interest in helping young people make the most of the available opportunities.

The help and support Personal Advisers offer can be provided via group work or through one to one interviews, or more intensive support on issues like bullying or health and relationships.

We offer young people:

- Help to make choices about their learning options - for example subjects and courses - at key stages in their education, from year 9 onwards.
- Information and guidance on careers, education and training choices.
- Advice on CV's, interviews and applications for courses and jobs.
- Help to find a course, job or training (work-based learning) vacancy.
- Information on lifestyle, leisure and volunteering opportunities.
- Extra help and support if your child needs it, to deal with any problems or issues.
- Specialist help for young people with learning difficulties and disabilities.

The Connexions Service is here to help parents and carers too:

We understand the vital role that you have in helping and supporting your child. The Connexions Service can help you to help your child by:

- Giving you information and advice on choices open to young people from year 9 onwards.
- Providing information on education, employment and training opportunities open to young people at 16+ and information on the job market.
- Giving you free publications, leaflets and educational materials containing the information you need to help your child.
- Spending time with you, face to face, at events such as schools' parents' and carers' evenings and in the Connexions centres.
- Answering your questions, and giving you all the information you need.
- Working with you to help young people make the right choices.
- You can access some of this information and advice available on the Connexions Live Parents' and Carers' website www.connexionslive.com/parentsandcarers

Contact numbers for Liverpool Connexions Centres:

Freephone: 0800 012 6606

City Centre: 0151 709 5400

Hunts Cross: 0151 336 9400

Norris Green: 0151 233 8550

Old Swan: 0151 228 2285

About the Youth Service

Liverpool Youth Service caters for the needs of young people aged 11-25, with its prime focus on those young people aged 11-19. The service is provided in partnership with the voluntary sector; work is undertaken through a combination of centre based, outreach, detached and mobile projects.

Participation of young people at every level of decision-making is a strong aspect of service delivery from the Youth Council, Youth Engagement, Youth Advisory Groups, Street Mates and Youth Opportunity Fund.

We offer young people:

- A wide and varying range of challenging opportunities delivered through building-based, detached, outreach and mobile projects.
- Opportunities for young people to take part in positive activities in the evening, at weekends and during school holiday periods
- Activities from music, sport, participation, arts, adventure, residential, adventure, health, environmental, drama, creative, games etc.
- Fun, adventure, challenge and risk; through Duke of Edinburgh courses and a range of other accreditations.
- Opportunities to pursue their personal and social development through programmes such as Street Mates where young people act as advocates and peer mentors.
- Opportunities for young people to gain in confidence, self-belief and higher aspirations as a result of their engagement with the service.

To find about opportunities and services in your area please contact 0151 233 1189 or visit www.lys.org.uk

Financial Benefits for Children at School

Free School Meals

School meals are free of charge to pupils whose parents receive:

- Income Support
- Income related Employment and Support Allowance
- Income-based Job Seekers Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, with an income of less than £16,190 as assessed by the HM Revenues and Customs and not receiving Working Tax Credit
- Pension Credit Guarantee Credit

Children who receive Income Support, Income-related Employment and Support Allowance or Income-based Job Seekers Allowance in their own right are also entitled to free school meals. Neither the school or Liverpool City Council has the power to provide free meals to any other pupils.

If your claim is successful the school concerned will be notified that your child/children can have a school meal free of charge. Schools will ensure that this information is treated with the strictest confidence and handled sensitively.

School meals are now of a higher quality and have to meet Government food and nutrient based standards.

There are many reasons why children can benefit from a school lunch, including:

- Hot, healthy and enjoyable food
- Choice and variety
- Improved concentration levels, which helps your child to learn

School Clothing Grants

School clothing grants are annual payments to help with the cost of school clothing. The amount of the grant for secondary school children is £40 and £20 for primary school children.

Pupils under the age of 16 who apply and qualify for free school meals (see above) will also be entitled to receive a school clothing grant. In addition, pupils whose parents receive the following are also able to qualify:

- Council Tax Benefit / Housing Benefit
- Child Tax Credit and/or Working Tax Credit and whose annual income (as assessed by the HM Revenues and Customs) does not exceed £16,190.

If your claim is successful the clothing grant will either be paid directly into your bank account or by cheque.

How to Claim

To claim free school meals and/or school clothing grants you will need to fill in an application form. Do not complete the form if you are getting or wish to claim Housing and/or Council Tax Benefit phone 0151 233 3009 for advice.

Application forms are available from:

- Any of Liverpool Direct's One-Stop Shops listed in this booklet
- Liverpool Direct contact centre on 0151 233 3009, or
- Our website www.liverpool.gov.uk
- Some schools also hold copies of the form.

Completed applications can be accepted at any of the One Stop Shops. All applications must be accompanied with proof of a qualifying benefit. Claims cannot be processed without it. Please note that we can only accept original documents as proof, photocopies will not be accepted.

Postal applications should be sent to Benefits Service, PO Box No 13, Liverpool L69 2JG.

Home to School Transport for School Pupils

Admission to a school/college does not guarantee that a pupil will be given a travel pass even if the pupils live more than the qualifying distance from the school. Parents should consider this before they express a preference for a school.

A travel pass may be granted when the pupil's home is the qualifying distance from the nearest suitable qualifying school/college which they attend. The local authority will determine which is the nearest suitable school.

For the purposes of travel pass eligibility, the Local Authority will determine the 'nearest suitable, qualifying school' as:

- the nearest school to the pupil's home, with places available, that provides education appropriate to the age, ability and aptitude of the child and falls within the same category of schools as the one at which the pupil has been offered and accepted a place.
- This could mean that a child who might qualify for a travel pass on distance criteria to a particular school will not be entitled to a pass because the Local Authority has determined that there is a suitable qualifying school with places available closer to the child's home.

Passes may be used on all bus and train services during term times only and are valid from the first service in the morning until 8.00pm. They are not valid at weekends.

The rules on the qualifying distances are:

- For children aged under eight the qualifying distance is 2 miles or more
- For children aged eight or over the qualifying distance is 3 miles or more, unless they qualify on income grounds.

Low income families qualifying distances are:

For children aged 11 whose families receive free school meals or their family receives the maximum Working Tax Credit the qualifying distances are as follows:

- Children of compulsory school age who are 11 or over attending one of their three nearest qualifying schools where they live more than 2 miles but not more than 6 miles from that school.
- Children aged 11 to 16 attending the nearest suitable qualifying school preferred by their parents on the grounds of religion or belief where they live more than 2 and not more than 15 miles from that school.

The distance will be measured by the shortest suitable walking route between home and the main gate of the school/college using the City Council's computerised measuring system.

Please note that if your child does not receive free school meals you will need to provide your Working Tax Credit award notice.

How to Claim

Application forms for travel passes are available from:

- Any of Liverpool Directs One-Stop Shops listed in this booklet
- Liverpool Direct contact centre on 233 3006,
- Our website www.liverpool.gov.uk.

Completed applications can be accepted at any of the One Stop Shops. If applying on income grounds applications must be accompanied with proof of a qualifying benefit. Claims cannot be processed without it. Please note that we only accept original documents as proof, photocopies will not be accepted. For further information parents should visit one of the One Stop Shops or call 233 3006.

Travelling to school by public transport

Please use the Merseyside Journey Planner:
www.merseytravel.gov.uk/journey_planner.asp

Or call the Traveline

Telephone 0871 200 22 33 (minicom available on this number)

7am - 8pm Mondays to Fridays

8am - 8pm Saturdays, Sundays and Bank Holidays

Closed on Christmas Day

Location Of One Stop Shops

Belle Vale

Belle Vale District Centre, Childwall Valley Road, Liverpool, L25 2RJ

Opening Hours: 9.00am – 5.00pm Monday to Friday

Broadway

Unit 1, Broadway Market, Broad Lane, Liverpool, L11 1JB

Opening Hours:	8.00am – 6.00pm	Monday to Friday
	8.00am – 8.00pm	Thursday
	9.00am – 1.00pm	Saturday

City Centre

Municipal Offices, Dale St., Liverpool, L69 2DQ

Opening Hours:	8.00am – 6.00pm	Monday to Friday
	8.00am – 8.00pm	Thursday
	9.00am – 1.00pm	Saturday

Dingle

200 Park Road, Liverpool, L8 6SJ

Opening Hours: 8.30am – 5.30pm Monday - Friday

Garston

Garston Community Library, Bowden Road, Liverpool L19, 1QN

Opening Hours: 8.30am – 5.30pm Monday - Friday

Kirkdale

101 Walton Road, Liverpool, L4 4AG

Opening Hours: 8.30am – 5.30pm Monday - Friday

Knotty Ash

269 Blackmoor Drive, Liverpool, L12 3HA

Opening Hours: 8.30am – 5.30pm Monday - Friday

Old Swan

1A Derby Lane, Liverpool, L13 6QA

Opening Hours: 8.30am – 5.30pm Monday - Friday

Speke

Parklands, Conleach Road, Liverpool, L24 0TY

Opening Hours: 9.00 a.m. – 5.00 p.m. Monday to Friday

Walton

Walton Library, Evered Avenue, Liverpool, L9 2AF

Opening Hours: 9.00 a.m. – 5.00 p.m. Monday to Friday

Wavertree

Picton Road, Liverpool, L15 4LP

Opening Hours: 8.30 a.m. – 5.30 p.m. Monday to Friday

Pupil Attendance and Education Welfare Service (PAEWS)

The Pupil Attendance and Education Welfare Service is the primary agency through which the Children's Services delivers statutory support to schools in the raising and maintenance of pupil attendance levels. Each of the Children's Services schools has access to support from their named Pupil Attendance and Education Welfare Officers and schools will refer cases to the Service when appropriate. A wide range of strategies are deployed to improve attendance based on an assessment of the school, pupil and family situation.

As well as individual casework PAEWS works in partnership with schools, children and families and mobilises available resources on their behalf.

The Service aims to:

- Identify factors inhibiting regular attendance so that all children have the opportunity to realise their full potential through access to appropriate educational provision.
- Support schools and other agencies in maximising attendance and ensure that children live and learn in a safe environment.
- Deliver statutory legal interventions via the courts to secure attendance in appropriate circumstances.

The Service will also:

- Participate in the multi-agency protection of children from abuse, as determined by the Area Child Protection Committee.
- Support Children's Services in discharging its statutory duties in relation to non-registered pupils.
- Support schools, pupils and families in times of exceptional trauma or crisis.
- Ensure that pupils are protected from the dangers of illegal employment.

Division 1 (North)	Customer Focus Centre, Spellow Lane, Liverpool L4 4DE Tel. 233 3114
Division 2 (Central)	Knotty Ash Customer Focus Centre, 269 Blackmoor Drive, Liverpool L12 3HA Tel. 254 7761
Division 3 (South)	Customer Focus Centre, Parklands, Conleach Road, Liverpool L24 2RZ Tel. 233 2297

Ethnic Minority and Traveller Achievement Service (EMTAS)

EMTAS works together with schools, communities and other agencies to raise the standards of achievement for Minority Group pupils. We provide additional support through a number of teams: The Newcomer Peripatetic Team provides a range of services to schools relating to Asylum / Refugee pupils, isolated linguistic learners and new arrivals. The team is committed to the integration and educational attainment of newcomer pupils and their families and offers a range of expertise including both curriculum and pastoral support.

The Bilingual / EAL Team consists of teachers and bilingual teaching assistants with specialist skills in supporting bilingual pupils to access the curriculum. Our EAL staff work predominantly in those schools which qualify for the Ethnic Minority Achievement Grant enabling them to 'buy back' our services. Other schools may enter into a Service Level Agreement to access this provision.

The Traveller Education Team provides educational support to Traveller pupils, their families and schools. This includes in-class teaching, developing home-school links, improving attendance and using other strategies to promote inclusion.

The Black Achievement Project Team helps provide an enriched curriculum and pastoral support for English speaking Liverpool-born Black pupils. Curriculum and Pastoral Support Officers develop lively programmes of activities to raise attainment and encourage parental involvement. The Project also works to broaden the resources available to schools by developing materials designed to promote a positive Black identity.

The Community Language Project enables pupils to study for GCSE qualifications in community languages.

The EMTAS Training Team provides consultancy, advice and guidance for mainstream staff, school based INSET on EAL and minority ethnic issues, courses for teachers and support staff on language development and inclusion issues and language acquisition and bilingual awareness courses for trainee teachers and those newly / recently qualified.

All EMTAS support is accessed through schools.

Manager	Barbara Higgins	Tel. 233 3901
Newcomer Peripatetic Team:	Gill Rowlands	Tel. 233 3901
Bilingual / EAL Team:	Gill Rowlands	Tel. 233 3901
Traveller Education Team:	John Cole	Tel. 233 3901
Black Achievement Project Team:	Barbara Higgins	Tel. 233 3901
Community Language Co-ordinator:	Brenda Escoffery	Tel. 233 3901
Training Team:	Julie Spencer	Tel. 233 3901

Section 14

Contact Points

- **Liverpool Children and Young People's Service,**
Municipal Buildings, Dale Street, Liverpool, L2 2DH.
Liverpool Direct Limited Tel: 233 3006
Awards Helpline Tel: 233 3010
Ethnic Minority & Traveller Achievement Service Tel: 233 3901
Special Educational Needs Tel: 225 6231
Exclusions from School Tel: 233 1419/1448
Parent Partnership Service Tel: 233 2848
Choice Advisory Service Tel: 225 6030
- **Department For Education**
www.dfes.gov.uk
- **Archdiocesan Centre For Evangelisation**
Croxteth Drive, Liverpool L17 1AA Tel: 522 1071
- **Church Of England Diocesan Board Of Education**
St James' House, 20 St James Road, L1 7BY Tel: 709 9722
- **Connexions**
MYA, The Door, 3rd Floor, Abney Buildings,
65-67 Hanover Street, Liverpool, L1 3DY. Tel: 709 5400
- **Liverpool School Health Service**
North / South / Central Liverpool PCT, Cottage 4,
New Hall Campus, Liverpool, L10 1LD. Tel: 284 0821

Section 15

Other Local Authorities

If you wish to obtain more information about schools maintained by other local authorities you should contact the local authority directly.

The six local authorities in the vicinity of Liverpool are:

Cheshire West and Chester Authority Children and Young People's Services

Wyvern House, The Drummer, Winsford, Cheshire, CW7 1AH

Tel: 0300 123 7039 Fax: 01606 862100 E-mail: admissions@cheshirewestandchester.gov.uk

Halton Children and Young People's Directorate

Grosvenor House, Runcorn WA7 2WD.

Tel: 01928 704 377

Knowsley School Services, Inclusion Standards and Effectiveness (Admissions)

Scotchbarn Lane, Prescott, Knowsley, L35 7JD

Tel: 443 5142 Fax: 443 5119 E-Mail: schooladmissions@knowsley.gov.uk

Lancashire Directorate for Children & Young People

Pupil Access Team Area (South)

Joint Divisional Offices, East Cliff, Preston, PR1 3JT.

Tel: 01772 531 819 E-Mail: pupilaccesssouth@ed.lancscc.gov.uk

St Helens Children & Young People's Services

Rivington Centre, Rivington Road, St Helens, WA10 4ND.

Tel: 01744 671 028 E-Mail: schooladmissions@sthelens.gov.uk

Sefton Children's Services

Bootle Town Hall, Oriel Road, Bootle L20 7AE.

Tel: 934 3253 / 3254 / 3291 / 3131 / 3861 / 3865 E-Mail: admissions@sefton.gov.uk

Warrington Children's Services Directorate

Newton House, Buttermarket Street, Warrington, WA1 2NJ.

Tel: 01925 442 902 E-Mail: schooladmissions@warrington.gov.uk

Wirral Children & Young People's Department

Mainstream Admissions & Transport Section,

Hamilton Buildings, Conway Street, Birkenhead, Wirral, CH41 4FD

Tel: 606 2000 E-Mail: educ@wirral.gov.uk



Guidance for completing the preference form

It is essential that you:

Read the booklet before filling in the application form. If you do not understand any part of it then please seek advice from Liverpool Direct Limited (telephone 233 3006). If you do not live in Liverpool, do not use the application form in this booklet, contact the local authority where you live.

Name your preferred schools in order of preference, these can be schools both in and outside the Liverpool Children and Young People's Service boundaries. Please refer to page 2 of this booklet.

Some academies, voluntary aided schools and foundation schools require parents to complete a school application form, as well as listing the school on the Preference Form. It is very important that you do both. You should contact the academies, voluntary aided or foundation school(s) to obtain a school application form. The completed school application form should be returned to the school

Complete all sections of the preference form as fully as possible and sign and date the form.

If you do not want your child to attend a maintained secondary school, please write to Liverpool Children and Young People's Service, Pupil Admissions Team, Municipal Buildings, Dale Street, Liverpool, L2 2DH, giving the details of your child and the educational arrangements that you have made for him/her. It is your responsibility to apply to private schools. Liverpool Children and Young People's Service does not accept responsibility for contacting private schools on your behalf.

Returning your application form

If your child attends a Liverpool primary school, please return the form to that school by 31st October 2011.

If your child does not attend a primary school in Liverpool, then you should send your completed form to:

Liverpool Children and Young People's Service,
Pupil Admissions Team,
Municipal Buildings,
Dale Street,
Liverpool L2 2DH.

Notes

Notes

Office Use Only

- ☐ Logged
☐ Preferred

Liverpool Children and Young People's Service

Application For Transfer To Liverpool Secondary Schools Preference Form For September 2012 - Liverpool Residents Only

Closing Date For Applications: 31st October 2011

- If you name a Community Trust School as one of your preferences, you must fill in this preference form.
- If you name an Academy, Foundation or Voluntary Aided Secondary School as one of your preferences: You must fill in this preference form **and** the school's application form.

Child's Details:

Forename(s): Surname:

Child's Date of Birth: Day Month Year

Gender: Female ☐ Male ☐

Please name your child's present primary school

Is the child in the care of the local authority? Yes ☐ No ☐

Does your child have a statement (or a note in lieu) of special educational needs? Yes ☐ No ☐

Parent or Guardian Details:

Forename:..... Surname:

Father ☐ Mother ☐ Guardian ☐ (Please Tick Appropriate Box)

Home Address of Parent or Guardian:

.....

.....Post Code:

Tel. Home: Work: Mobile

Email Address:

Please tick this box if you have internet access at home: ☐

If you name a Catholic Secondary School as one of your preferences: You must answer the following:

- Is your child a baptised Catholic: Yes ☐ No ☐ (NB the school may require proof of baptism)
- Is your child a member of a Christian Church: Yes ☐ No ☐ (NB the school may require proof of baptism)
- If so please state which:
- If your child belongs to a faith other than Christian please state which:

Does your child have a brother or sister who will be at secondary school in September 2012?

Yes ☐ No ☐ If Yes, Please State:

Name:	Date of Birth	School
.....
.....
.....

Please name up to three schools in order of preference	
Name of School	Reason for Preference
1st	
2nd	
3rd	

<p>Declaration by Parent or Guardian</p> <p>I have read the information in the current Secondary School Admissions Booklet and I declare that the information given on this form is accurate and subject to verification.</p> <p>I understand that in the event of my preferred school(s) being over-subscribed there is no guarantee that a place will be available at that school for my child.</p> <p>I understand that any alteration to the form must be initialled by the person who signs it.</p> <p>I understand that the information provided on this form will be processed in accordance with the requirements of the 1998 Data Protection Act. It will be treated as confidential and will only be used for the purposes of the provision of Education Services. In connection with this purpose, the information may also be processed to prevent any fraud or criminal offence or to ensure the health, safety and welfare of any child. In pursuit of these legitimate purposes, the information may be shared with other admitting authorities to ensure that parents / guardians do not hold on to more than one offer of a place. The information may also be shared with any organisation legitimately investigating allegations of fraud, criminal offences or child protection.</p> <p>Signature: Date:</p>

Admissions to Secondary School 2012/2013 Questionnaire

We would like your comments on how helpful you have found the information we have provided to help you. By completing the questionnaire and returning it with your preference form, you will assist us to improve the service we provide.

	YES	NOT SURE	NO	Not Applicable
Did you find the information in this booklet useful?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you had to contact Liverpool Direct Limited regarding your child's application for a primary school place, was the advice you received helpful?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did the information provided by Liverpool Children and Young People's Service help you to make an informed decision when expressing a preference for a primary school place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did you find the information in the booklet easy to understand?	<input type="checkbox"/> Very Easy	<input type="checkbox"/> Easy	<input type="checkbox"/> Difficult	

Do you have any further comments? if so, please write them here:

[illegible]

Secondary Schools Admissions Academic Year 2012/13